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SECRETARY OF THE AIR FORCE**



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Operations

**PRIME BASE ENGINEER EMERGENCY
FORCE (BEEF) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 10-2, *Readiness, and Department of Defense (DoD) Directive 1100.18, Wartime Manpower Mobilization Planning*, January 31, 1986; with Change 1, DoD Directive 1315.6, *Responsibilities for Military Troop Construction Support of the Department of the Air Force Overseas*, August 26, 1978; and DoD Instruction 1100.19, *Wartime Manpower Mobilization Planning Policies and Procedures*, February 20, 1986, with Change 1. It gives the directive requirements for the Air Force Prime BEEF Program. It applies to all Air Force civil engineer. **Attachment 1** lists terms used in this instruction. **Attachment 2** and **Attachment 3** list Prime BEEF category I and II home station training requirements.

(AFRC) The OPR for this supplement is HQ AFRC/CEXR (SMSgt Thomas M. Morris). This supplement implements and extends the guidance for Air Force Instruction (AFI) 10-210, 1 July 1998. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision updates the civil engineer readiness corporate structure, corrects references to new unit type codes (UTCs), institutes standard Prime BEEF deployment response times, establishes new UTC noncritical position substitution rules, incorporates new HQ United States Air Force office symbols, deletes requirement to use RCS: HAF-CE[A]7903 report, further clarifies training requirements and frequencies, reduces category II training for individuals at installations without UTC taskings, deletes certification

requirements from Prime BEEF Silver Flag Exercise Sites, and changes Silver Flag attendance requirements for Air National Guard and Air Force Reserve Command Prime BEEF mobility forces.

(AFRC) This revision incorporates the procedures formerly in AFRESR 85-5 (project manager duties, project cost accountability, and team chief responsibilities), and AFRES/CE Readiness Letter 93-0001, 28 Jun 93, *Community Service Training Projects*. It adds guidance for fire protection personnel; adds guidance for conducting staff assistance visits (SAV) and staff field visits (SFV) adds duties for pilot units; adds procedures for career field education and training plan (CFETP) waiver requests; and adds guidance for civil engineer squadron (CES) training managers.

Chapter 1—Functional Area Responsibilities	6
1.1. Headquarters US Air Force (HQ USAF):	6
1.2. HQ Air Force Civil Engineer Support Agency.	6
1.3. Civil Engineer Readiness Corporate Structure:	6
1.4. Major Commands (MAJCOM):	7
1.5. Base Civil Engineer/CE Unit Commander.	7
Chapter 2—Program Objectives and Requirements	8
2.1. Objectives.	8
2.2. Requirements:	8
Table 2.1. Prime BEEF UTC Noncritical Position Substitution.	10
Table 2.2. Prime BEEF UTC Sustainment Requirements.	10
2.3. Project Approval	11
Chapter 3—Training	12
3.1. Philosophy.	12
3.2. Applicability.	12
3.3. Documentation.	12
3.4. Contingency Training Tiers.	12
Figure 3.1. Contingency Training Tiers.	13
3.5. Requirements.	13
Table 3.1. Mission Essential Equipment.	16
Table 3.2. Silver Flag Attendance and SORTS Measurement Requirements by UTC.	16
Table 3.3. Silver Flag Performance Task Elements.	17
3.6. Home Station Training—Tier 1.	17
Table 3.4. Government Vehicle and Equipment Operations Training Requirements.	19

AFI10-210_AFRCSUP1 30 May 1999	3
Table 3.5. (Added-AFRC)4F9S6 Training Requirements.	20
Table 3.6. (Added-AFRC)4F9S4 Training Requirements.	20
3.7. Special Training Sites--Tier 2.	22
3.8. Silver Flag Exercise Sites--Tier 3.	23
3.9. (Added-AFRC)Annual Tour.	23
3.10. (Added-AFRC)Alternate Training For Annual Tour.	24
Chapter 4— Equipment	25
4.1. Mobility Equipment Requirements.	25
4.2. Prime BEEF Home Station Field Training Sets.	26
4.3. CONUS-Sustaining and Theater In-Place Equipment Requirements.	26
4.4. Equipment Status.	26
Chapter 5— AIR NATIONAL GUARD AND AIR FORCE RESERVE	27
5.1. Applicability.	27
5.2. Training Deployments.	27
Chapter 6 (Added-AFRC)—REQUIREMENTS FOR RESERVE FIRE PROTECTION PERSONNEL	28
6.1. (Added-AFRC)Reserve Fire Chief.	28
6.2. (Added-AFRC)Proficiency Training.	28
6.3. (Added-AFRC)Training Mode During Unit Training Assemblies (UTA).	28
6.4. (Added-AFRC)Fire Fighters Participation in Annual Field Training (Bivouac).	28
6.5. (Added-AFRC)Eligibility for Secret Security Clearance:	28
6.6. (Added-AFRC)Fire Fighter Safety:	28
6.7. (Added-AFRC)Uninterrupted Training Periods for Fire Fighters.	28
6.8. (Added-AFRC)Managing Untrained Personnel.	28
6.9. (Added-AFRC)Additional Publications.	29
6.10. (Added-AFRC)Protective Clothing and Equipment.	29
6.11. (Added-AFRC)Staff Augmentation Teams 4F9S4 (S-4).	29
6.12. (Added-AFRC)Staff Positions.	29
6.13. (Added-AFRC)Fire Protection Badge/Patch.	30

Chapter 7 (Added-AFRC)—PRIME BEEF READINESS ASSISTANCE VISIT, STAFF ASSISTANCE VISIT, STAFF FIELD VISIT, AND SELF INSPECTION PROGRAMS	31
Section 7A (Added-AFRC)-Prime BEEF Readiness Assistance Visit (RAV) and Staff Assistance Visit (SAV)	31
7.1. (Added-AFRC)Prime BEEF RAV/SAV.	31
Section 7B (Added-AFRC)-Civil Engineer Squadron Staff Field Visit (SFV)	31
7.2. (Added-AFRC)Purpose.	31
Section 7C (Added-AFRC)-Prime BEEF Self-Inspection Program	32
7.3. (Added-AFRC)Purpose.	32
Chapter 8 (Added-AFRC)—AFRC PRIME BEEF TRAINING PROJECT MANAGEMENT	33
8.1. (Added-AFRC)Purpose.	33
8.2. (Added-AFRC)Introduction.	33
8.3. (Added-AFRC)Project Approval:	33
8.4. (Added-AFRC)Project Design.	34
8.5. (Added-AFRC)Project Manager.	34
8.6. (Added-AFRC)Material Acquisition.	35
8.7. (Added-AFRC)Material Accountability:	35
8.8. (Added-AFRC)Man-Hour Accountability.	36
8.9. (Added-AFRC)Project Turnover.	36
8.10. (Added-AFRC)Team Chief.	36
8.11. (Added-AFRC)Team Responsibilities:	36
8.12. (Added-AFRC)Tools and Equipment.	37
8.13. (Added-AFRC)Community Service Projects (CSP).	37
Chapter 9 (Added-AFRC)—CIVIL ENGINEER SQUADRON TRAINING MANAGER GUIDANCE	39
Section 9A (Added-AFRC)--Career Field Education and Training Plan (CFETP)	39
9.1. (Added-AFRC)Working Training Solutions.	39
Section 9B (Added-AFRC)--Explosive Ordnance Disposal (EOD) On The Job/Air Force Specialty Code (OJT/AFSC) Training Program	39
9.2. (Added-AFRC)Applicability.	39
9.3. (Added-AFRC)Overview.	39

AFI10-210_AFRCSUP1 30 May 1999	5
9.4. (Added-AFRC)Implementation.	39
9.5. (Added-AFRC)Duration of Training.	40
9.6. (Added-AFRC)Funding.	40
Section 9C (Added-AFRC)--Formal School Requirements	40
9.7. (Added-AFRC)Training Requirements	40
Section 9D (Added-AFRC)-- Specialty Training Location	40
9.8. (Added-AFRC)Requests and Course Information.	40
Section 9E (Added-AFRC)-- Computers for Training	40
9.9. (Added-AFRC)Computers and Software.	40
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	42
Attachment 2—CATEGORY I HOME STATION TRAINING REQUIREMENTS	44
Attachment 3—CATEGORY II HOME STATION TRAINING REQUIREMENTS	49
Attachment 4 (Added-AFRC)—DUTIES AND RESPONSIBILITIES OF THE RESERVE FIRE CHIEF (RFC)	52
Attachment 5 (Added-AFRC)—PROFESSIONAL FIRE PROTECTION TRAINING	54
Attachment 6 (Added-AFRC)— PEACETIME FIRE PROTECTION OPERATING REQUIREMENTS	61
Attachment 7 (Added-AFRC)—ESTABLISHING FIRE PROTECTION CAPABILITY	63
Attachment 8 (Added-AFRC)—UNINTERRUPTED FIRE FIGHTER TRAINING PERIODS	67
Attachment 9 (Added-AFRC)—FIRE PROTECTION STAFF AUGMENTATION TEAM (4F9S4)	68
Attachment 10 (Added-AFRC)—PILOT UNIT AND NON-PILOT UNIT LOGISTICS DETAIL (LOGDET) RESPONSIBILITIES	70
Attachment 11 (Added-AFRC)—Conducting Civil Engineer Program Meetings	72

Chapter 1

FUNCTIONAL AREA RESPONSIBILITIES

1.1. Headquarters US Air Force (HQ USAF):

1.1.1. HQ USAF/ILE. The Air Force Civil Engineer is responsible for policy and oversight of the Air Force Prime BEEF program, and as the chair of the Air Force Civil Engineer Readiness Council, acts on recommendations of the Civil Engineer Readiness Board and monitors progress toward readiness goals and objectives.

1.1.2. HQ USAF/ILEO. The Chief, Operations Division is the office of primary responsibility for the Air Force Prime BEEF program. HQ USAF/ILEO develops policy; advocates policies, programs, and resources; reviews long-range engineer requirements; and serves as the primary interface with DoD agencies, the Congress, and other legislative offices on matters pertaining to Prime BEEF activities.

1.2. HQ Air Force Civil Engineer Support Agency. The Directorate of Contingency Support (HQ AFCESA/CEX) establishes standards, procedures, guidelines, and curricula related to the execution of the Air Force Prime BEEF program. The directorate operates the Civil Engineer Readiness Center in support of the US Air Force Crisis Action Team and serves as the functional area manager for development of civil engineer planning guidance, unit type codes (UTC), equipment, and annexes, appendices, and time phased force and deployment data (TPFDD) for operation plans (OPlans). The directorate also manages the Air Force Contract Augmentation Program (AFCAP). AFCAP; a program designed to provide support during sustainment to military commanders during noncombat military operations other than war (MOOTW), exercises, contingencies, deployments (not UTC-specific and includes backfill for deployed units), and humanitarian relief operations; is a civilian contract resource option that can be used to relieve or augment Prime BEEF forces during MOOTWs.

1.3. Civil Engineer Readiness Corporate Structure:

1.3.1. Readiness Council. The Air Force Civil Engineer Readiness Council provides strategic direction to the Prime BEEF program. The council is chaired by HQ USAF/ILE and is composed of each major command (MAJCOM)/CE, ANG/CE, and HQ AFCESA/CC.

1.3.2. Readiness Board. The Air Force Civil Engineer Readiness Board introduces, reviews, validates, and prioritizes corporate engineer programs and requirements. HQ USAF/ILEO chairs the Readiness Board, which is composed of the senior civil engineer officer directly responsible for readiness at each MAJCOM, ANG/CEX, and HQ AFCESA/CEX.

1.3.3. Working Group/Committees. The Air Force Civil Engineer Readiness Working Group is a subordinate body to the Readiness Board. HQ USAF/ILEOR chairs the Readiness Working Group, which is composed of readiness representatives (4-digit organizational level) from each major command, ANG/CEX, and HQ AFCESA/CEX. The Explosive Ordnance Disposal Committee; Nuclear, Biological, and Chemical (NBC) Committee; RADIAC Committee; and the Readiness Committee to the Air Force Fire Protection Quality Council are subordinate bodies of the Readiness Working Group. They serve as the principal forums to surface and coordinate civil engineer readiness issues

1.4. Major Commands (MAJCOM):

1.4.1. Each MAJCOM and the ANG will establish a command Prime BEEF program and ensure personnel are organized, trained, and equipped to execute assigned wartime, man-made and natural disaster, and other contingency related missions. The program will comply with this instruction and implementing guidance.

1.4.2. MAJCOMs will define command unique Prime BEEF program operational concepts and requirements.

1.4.3. MAJCOMs will ensure Prime BEEF operational and training activities comply with the applicable environmental laws and standards as described in AFD 32-70, *Environmental Quality*. If a MAJCOM originates or proposes a deployment, training project, or training exercise, it will ensure the proposed activity is evaluated in accordance with AFI 32-7061, Environmental Impact Analysis Process. Deviations to the environmental impact analysis process must be approved by HQ USAF/ILEV.

1.5. Base Civil Engineer/CE Unit Commander. Units will posture Prime BEEF UTCs (or split-task/fragmented UTCs) as directed by their MAJCOM in their unit's designed operational capability (DOC) statement. Units will ensure all Prime BEEF team members are organized, equipped, and trained to perform their contingency roles and that all equipment is on-hand and ready to deploy. Units will budget for equipment, supplies, and training TDYs.

Chapter 2

PROGRAM OBJECTIVES AND REQUIREMENTS

2.1. Objectives. The objectives of the Prime BEEF program are to:

- 2.1.1. Develop and maintain a highly skilled, agile military combat support civil engineer force capable of rapid response in support of worldwide contingency operations.
- 2.1.2. Develop and maintain highly skilled, in-place civil engineer forces to support the continental United States (CONUS) and theater forces.
- 2.1.3. Provide an adequate force structure to support wartime mobility and CONUS/theater sustaining mission requirements.

2.2. Requirements:

2.2.1. Through the Prime BEEF program, units will ensure base civil engineer personnel can meet deliberate OPlan taskings, impromptu contingency taskings within unit capabilities, and other unit-specific deployment requirements. Taskings may include support to unified commands and joint or combined task forces.

2.2.2. Basic civil engineer contingency missions include force beddown of Air Force units and weapons systems; operation and maintenance of Air Force facilities, infrastructure, and installations; aircraft rescue and facility fire suppression; command and control staff augmentation; emergency repair of air bases; construction management of emergency repair and force beddown activities; rendering safe and disposal of explosive ordnance; and monitoring and protecting resources subject to conventional, nuclear, biological, and chemical attack. Civil engineers execute these missions with in-place forces or by deploying the proper types and quantities of Prime BEEF UTCs designed for these missions. Specific capabilities for each Prime BEEF UTC are described in its mission capability statement.

2.2.3. MAJCOMs posture Prime BEEF forces at their bases for worldwide deployment via mobility UTCs that primarily concentrate on supporting aircraft and combat operations. In deliberate planning, unit response times will be equal to or less than the response times for the aircraft units or missions they are designated to support or the response times in OPlan taskings, whichever is more stringent. If this information is unavailable, MAJCOMs will use 24 hours for active units and 28 hours after activation for ANG and AFRC units. MAJCOMs will specify response times in unit DOC statements.

2.2.4. MAJCOMs will use civilian engineer forces for in-place employment to support operations at home station. In the event military forces are deployed, civilian forces must be able to support the remaining mission essential requirements. Depending on the extent and duration of the contingency, however, in-place forces should be prepared to employ contract support, augment with any assigned individual mobilization augmentees (IMAs), employ AFCAP, or use military or civilian resources from other Air Force locations to meet the in-place mission. Also see AFI 10-211, *Civil Engineer Contingency Response Planning*.

2.2.5. MAJCOMs will posture UTCs as identified by HQ USAF/ILEO per the latest jointly developed civil engineer wartime requirements review. The parent MAJCOM of each Prime BEEF UTC will determine the organizational unit that will posture the required Prime BEEF UTC and identify

this unit to HQ USAF/ILEO during the civil engineer wartime requirements review process. If the parent MAJCOM wishes to change its Prime BEEF UTC commitment to a different unit, it shall coordinate the change with HQ USAF/ILEO.

2.2.6. AFDD 2-4.2, Civil Engineer provides broad civil engineer doctrinal concepts. The USAF War and Mobilization Plan, volume 1, annex S provides general operating and planning policy and guidance. OPlans delineate specific theater concepts and requirements.

2.2.7. The Manpower and Equipment Force Packaging (MEFPAK) system contains Prime BEEF UTCs under the alphanumeric series "4F***." The Manpower Force (MANFOR) packaging subsystem of the MEFPAK system contains mission capability statements and manpower force element listings for each UTC, while the Logistics Force (LOGFOR) packaging subsystem contains the UTC logistics details.

2.2.7.1. Prime BEEF UTCs contain both critical and noncritical positions. Critical positions represent those minimally acceptable skills and proficiency levels necessary to organize and lead the most demanding contingency tasks required of the UTC; they serve as the core of experts for the UTC. Noncritical positions are those that have the same specialty but a lower skill level or those where substitution by other civil engineer Air Force Specialties (AFSs) is permitted. Critical and noncritical positions combine to deliver the total manpower necessary for the UTC to conduct successful operations.

2.2.7.2. The remarks column of the manpower force element listing identifies critical UTC positions with a "C". When so designated, the UTC position will be filled, in priority order, by an individual with the exact Air Force Specialty Code (AFSC) of the same skill level, one or two skill levels higher, or one skill level lower than that which is required. Also see AFI 10-403, *Deployment Planning*; AFMAN 10-401, *Operations Plan and Concept Plan Development and Implementation*; and AFI 10-201, *Status of Resources and Training System (SORTS)*.

2.2.7.3. Noncritical UTC positions are positions with no designation code in the remarks column of the MANFOR element listing. Noncritical UTC positions will be filled according to the notes in the mission capabilities statement. Fire protection substitutions will be tied to fire certified skills. If such instructions are not available, noncritical UTC positions will be filled with (in the following priority order):

2.2.7.3.1. The exact AFSC.

2.2.7.3.2. The required AFSC but at a higher skill level.

2.2.7.3.3. The required AFSC but at a lower skill level.

2.2.7.3.4. An AFSC having the same first three digits as the required AFSC.

2.2.7.3.5. See [Table 2.1](#) for further substitution rules which are listed in priority order.

Table 2.1. Prime BEEF UTC Noncritical Position Substitution.

Air Force Specialty	AFSC	Substitutions
Officer	32E3X	Any educational suffix
Superintendent	3EX9X	Any 3EX9X but 3E7/8/9XX
Electrical	3E0X1/2	3E1XX
HVAC & Refrigeration	3E1X1	3E0X1/2
Pavements & Construction Equipment	3E2X1	3E3X1
Structural	3E3X1	3E2X1
Utilities, LFM, & Environmental	3E4XX	3E1X1, 3E2X1
Engineering	3E5X1	32E3X, 3E6X1, 3E9X1
Operations	3E6X1	3E5X1, 32E3X, 3E9X1
EOD Manager	3E800	32E3H
Readiness	3E9X1	32E3B/D, 3E6X1, 3E5X1
Inventory Management	2S0X1	2S0X0, 3EXXX
Education & Training (Note 1)	3S2X1	3A0X1, 3S0X1
First Sergeant	8F000	3EX9X, 3EX7X
Note 1: ARC UTCs only		

2.2.7.4. CE unit commanders will fill each UTC position with a qualified person. Conceptually each active unit should have enough military authorizations to fill all UTC positions plus an additional 15 percent to satisfy UTC sustainment requirements. Assign these additional people as alternates against UTC positions. Use [Table 2.2.](#) as a guide for assigning available personnel as alternates against appropriate UTC positions.

Table 2.2. Prime BEEF UTC Sustainment Requirements.

Air Force Specialty	4F9E5	4F9E7	4F9E9	4F9F2	4F9X1
32E3 (Officer)	1	0			
3E051 (electrical systems)	2	1	1		
3E052 (power production)	1	1	1		
3E151 (HVAC)	2	1			
3E251 (pavements)	2	1	1		
3E351 (structures)	2	1			

Air Force Specialty	4F9E5	4F9E7	4F9E9	4F9F2	4F9X1
3E451 (utilities)	3	1			
3E551 (engineer tech)	1	1			
3E651 (operations)	1	0			
3E751 (fire fighter)	4	2		2	
3E851 (EOD)	0	0		0	1
3E951 (readiness)	1	0			
TOTALS	20	9		2	1

2.2.7.5. (Added-AFRC) UTCs 4F9S6 (with sub-UTCs 4F9AC and 4F9AD) and 4F9S4, contain the equipment and personnel necessary for specific tasks at specific locations. These UTCs include engineer headquarters staff teams; fire protection staff teams; civil engineer maintenance, inspection, and repair teams (CEMIRT); and pavement evaluation teams.

2.2.8. Civil engineer unit commanders will report the status of their Prime BEEF forces in accordance with AFI 10-201, *Status of Resources and Training System (SORTS)*.

2.3. Project Approval . Prime BEEF construction, maintenance, and repair activities will meet appropriate project programming requirements and approval levels. These restrictions apply to active, ANG, and AFRC Prime BEEF forces.

2.3.1. AF/ILE must approve any repair or unspecified minor military construction project planned for accomplishment with RED HORSE or Prime BEEF if total funded and unfunded cost exceed \$500,000. Funded cost of unspecified minor military construction projects cannot exceed \$500,000. AF/ILE's approval applies to projects in the United States, including Guam, Puerto Rico, and the Virgin Islands. The policy does not apply outside these geographic areas. Retain documentation for such projects totaling over \$100,000 at the installation.

2.3.2. See Joint Publication 4-04, *Joint Doctrine for Civil Engineering Support*, for project approval procedures while deployed on a joint or combined contingency operation.

2.3.3. Prime BEEF construction, maintenance, repair, or renovation projects in support of Morale, Welfare and Recreation facilities are not authorized when non-appropriated funds are the designated funding source.

Chapter 3

TRAINING

3.1. Philosophy. Prime BEEF forces will train to meet a full range of tasks expected in the contingency environment. These tasks are contained in each AFSC Career Field Education and Training Plan (CFETP) and this instruction. This instruction is the source document for Prime BEEF training.

3.2. Applicability. Personnel assigned to base civil engineer units, Air Force Reserve civil engineer units, and Air National Guard civil engineer units will receive Prime BEEF training in accordance with paragraphs 3.5. through 3.8. Headquarters civil engineer personnel assigned to Prime BEEF UTCs will also train to these same standards. Civilian personnel assigned to Prime BEEF teams will meet training requirements as defined by the parent MAJCOM.

3.2. (AFRC) Staff augmentation teams (S-teams) train to the requirements identified in **Table 3.5. (Added)**, and **Table 3.6. (Added)**, and **Attachment 9 (Added)**. Gaining MAJCOM/theater requirements are submitted to HQ AFRC/CEX for inclusion in training requirements.

3.3. Documentation. The readiness flight chief will document Prime BEEF training using an automated system. Where no automated system capability exists, document training on AF Form 1098, **Special Task Certification and Recurring Training**. When a Prime BEEF member relocates to another duty station or separates from the Air Force, place a printout of the automated training record or a copy of the AF Form 1098 in the member's AF Form 623, **Individual Training Record**.

3.4. Contingency Training Tiers. There are three basic tiers to Prime BEEF contingency training (**Figure 3.1.**).

3.4.1. Tier 1 represents the home station portion. Category I of tier 1 includes classroom instruction supported by video tape learning, computer-based training, qualification training packages, and computer-based testing. Category II of tier 1 includes hands-on training which can be accomplished at either a unit's home station or at one of the ANG's Regional Home Station Training Sites. (The regional sites provide equipment only. Each team must arrange for trainers.) Home station training sets (tents and other assorted contingency gear) are authorized at home station to support category II training. For more details see paragraph 3.6.

Figure 3.1. Contingency Training Tiers.

3.4.1. (AFRC) The 3E8X1 AFSC is exempt from Category I (except Prime BEEF Orientation) and Category II training requirements until recalled or mobilized. The non-UTC 3E9X1 reservists, where authorized, are exempt from Category I (except Prime BEEF Orientation) and Category II training requirements. These personnel remain at home station to perform the duties prescribed in AFI 32-4001/AFRC Sup 1, paragraph A2.2.33.3. Paragraph 3.4. and all subparagraphs do not apply to Staff Augmentation Teams (S-teams). Refer to paragraph 3.5. for S-team training requirements.

3.4.2. Tier 2 provides special training site capabilities for contingency skill training that simply are not available for home station training because of equipment limitations. These sites make that specialized contingency equipment available to units. For more details see paragraph 3.7.

3.4.3. Tier 3 is category III training at a Silver Flag training site. It subjects individuals and teams to more rigorous exercises aimed at pulling together all of the various facets of the bare base field environment to include leadership, innovation, and team effort. For more details see paragraph 3.8.

3.5.Requirements. All personnel, military and civilian, assigned to base level civil engineer units will receive Prime BEEF Orientation according to this instruction; Base Emergency Preparedness Orientation prepared according to AFI 32-4001, *Disaster Preparedness Planning and Operations*; and unit disaster ness orientation.

3.5. (AFRC) Staff Augmentation Team (S-Team) Training Requirements. S-Teams provide the capability to augment an existing theater, MAJCOM, numbered air force, regional support group (RSG) or other staff, or to form a staff from scratch if tasked. Consequently the S-Team members do not require the same training or skills as personnel in civil engineer squadrons. Rather they require specialized training designed to prepare them for staff duties and ensure their survival in a hostile environment. Therefore, training objectives prepare S-Teams to:

ENGINEER	FIRE
Evaluate the suitability of an airfield for operations	Evaluate fire fighting capability at a given location for aircraft operations and structural fire fighting needs and capabilities
Be familiar with the OPlans and their associated TPFDDs	Be familiar with the OPlans and their associated TPFDDs
Be knowledgeable of bare base assets	Be knowledgeable of fire protection assets
Understand project programming processes, approval authorities, and documentation requirements	Understand the fire fighting capabilities of host nation and other component services
Know the criteria governing construction in the AOR	Know the command and control and reporting relationships of associated headquarters staffs
Be knowledgeable of the Air Force Environmental Quality Program	Be knowledgeable of the Air Force Environmental Quality Program
Know the command and control and reporting relationships of associated headquarters staffs	Coordinate the movement and replacement of personnel, vehicles, equipment, and fire fighting agents
Understand the engineering capabilities of the other component services	Be familiar with the use of theater specific line item remarks for AOR taskings
Know how to conduct pavement evaluations and surveys	Coordinate with AFRC and AFCEA on fire protection certification requirements
Be aware of culture and customs at the assigned AOR	Be aware of culture and customs at the assigned AOR

3.5.1. All military personnel assigned to base level civil engineer units will receive *initial and refresher training in all category I topics as shown in Attachment 2. Initial or recurring category I training can be satisfied by completing any one of the following:*

3.5.1. (AFRC) Staff Augmentation Team (S-Team) Training. All civil engineer and fire protection S-Teams shall develop an annual training plan, which describes how the unit will comply with training **Table 3.5. (Added)** and **Table 3.6. (Added)**, and **Attachment 9 (Added)**. The AFRC civil engineer and fire protection managers should periodically review these annual training plans. These plans require team personnel to participate in a MAJCOM, AOR, or related exercise. During the exercise, members shall practice contingency skills such as construction management, programming, bare base and fire protection asset utilization, and the tracking and status of engineer and fire protection assets. The training emphasizes S-Team and joint service coordination and proper communications.

3.5.1.1. Unit “classroom” training. Units can use readiness training packages (RTP), qualification training packages (QTPs), videos, Prime BEEF Home Station Training Courses of Study, locally developed lessons, etc. to present the material. MAJCOMs may develop and require other training materials to accomplish knowledge-based training. Due to limited availability of on-duty training time, MAJCOMs and units may require individuals to complete some category I training during off-duty time.

3.5.1.2. Civil engineer entry-level technical training course. Personnel who have recently completed any one of AETC’s civil engineer entry-level technical training courses will have attended

12 hours of category I contingency training. Therefore, upon reporting to a duty station, that individual can receive credit for all category I requirements, except local orientation topics. Use the technical course diploma graduation date for the completion date.

3.5.1.3. Career Development Course (CDC) 3E050, General Contingency Responsibilities. Completion of this 3-volume course is mandatory for all civil engineer Air Force specialties for the award of their 5-skill level. The date entered on ECI Form 9, **Course Completion Card** should be used to determine the category I completion date.

3.5.1.4. Contingency testing. Personnel who pass a computer-based contingency test in a category I subject area can receive credit for that requirement.

3.5.1.5. **Attachment 2** also identifies which category I requirements are SORTS reportable.

3.5.2. Even if not assigned to a Prime BEEF team, all civil engineer military personnel are subject to deploy and will receive category II chemical warfare training, explosive ordnance reconnaissance training, weapons qualification training, force protection/anti-terrorism, and self-aid and buddy-care training in order to maintain mission effectiveness for MOOTW operations.

3.5.3. All military personnel assigned to Prime BEEF UTCs, both primary and alternates, will receive category II training in accordance with **Attachment 3**.

3.5.3.1. Active force units may elect to train all military personnel in category II tasks, whether assigned to a team or not.

3.5.3.2. Each unit participating in Readiness Challenge may take SORTS credit for category II training for those personnel competing.

3.5.3.3. Unit commanders may take SORTS credit for applicable category I and II training based on tasks actually performed during contingency and/or exercise deployments.

3.5.3.4. **Attachment 3** also identifies which category II requirements are SORTS reportable.

3.5.4. Mission Essential Equipment. Inadequate training in key items of beddown equipment have too often negatively impacted Air Force operations. Units with 4F9E5/6/7/8 UTCs will, as a minimum, have their critical positions in AFSC 3E0X1 qualified to install, operate, and maintain the emergency airfield lighting system (EALS) and the Harvest Falcon primary distribution center (PDC) and secondary distribution center (SDC). Critical positions in AFSC 3E0X2 will be qualified to install, operate, and maintain the mobile aircraft arresting system (MAAS) and the 750 kW generator. Critical positions in AFSC 3E4X1 will be qualified to install, operate, and maintain the reverse osmosis water purification unit (ROWPU). Critical positions in 3E4X2 will be qualified in the use of the POL rapid utility repair kit (POL RURK). This is summarized in **Table 3.1**. Performance training can be obtained through a Special Training Site or Silver Flag Exercise Site.

Table 3.1. Mission Essential Equipment.

Equipment Item	3E0X1	3E0X2	3E4X1	3E4X2
ROWPU			X	
EALS	X			
POL RURK				X
MAAS		X		
750KW Generator		X		
Harvest Falcon PDC	X			
Harvest Falcon SDC	X			

3.5.5. **Table 3.2.** reflects the total number of people by AFS in the different UTCs who will receive the category III performance training shown in **Table 3.3.** at a Silver Flag Exercise Site. All personnel filling critical UTC positions (primary only) must attend Silver Flag training. Only individuals assigned to critical positions (primary only) must be included in SORTS training calculations. Active force UTC-critical people will attend at least every two years (not to exceed 27 months) and ANG and AFRC force UTC-critical people every three years (not to exceed 40 months). UTCs 4F9AC, 4F9AD, 4F9E9, 4F9S*, and CONUS-deployed 4F9X1 are excluded from this requirement.

Table 3.2. Silver Flag Attendance and SORTS Measurement Requirements by UTC.

	4F9E5/6		4F9E7/8	
Air Force Specialty	Number in UTC Requiring Training	Number Criticals Reported in SORTS	Number in UTC Requiring Training	Number Criticals Reported in SORTS
32EX Officer	4	4	2	2
3E0X0 CE Manager	1	1	0	0
3E0X1 Electrical	14	4	7	3
3E0X2 Power Pro	7	3	6	2
3E1X1 HVAC	3	3	1	1
3E2X1 Pavements	6	6	3	2
3E3X1 Structures	6	2	4	2
3E4X1 Utilities	9	4	4	4
3E4X2 Liquid Fuels	3	1	1	1
3E4X3 Environmental	0	0	0	0
3E5X1 Engineering	4	3	1	1
3E6X1 Operations	2/3	2/3	0/1	0/1
3E7X1 Fire Protection	8/0	8/0	4/0	4/0
3E9X1 Readiness	3	2	2	2

Total	70/63	43/36	35/32	24/21
	4F9D1		4F9F2	
3E7X1 Fire Protection	NA	NA	5	5
3E9X1 Readiness	2	0	NA	NA
	4F9F3		4F9F4	
3E7X1 Fire Protection	8	8	4	4
	4F9X1		4F9X2	
3E8X1 EOD	6	4	4	2

Table 3.3. Silver Flag Performance Task Elements.

Performance Element	AFSC to Receive Training
Command and Control	32E3X, 3E5X1, 3E6X1, 3E9X1, 3E000
Nuclear, Biological, Chemical Warfare Defense Ops	3E9X1
Contingency Electrical Systems	3E0X1, 3E0X2
Contingency Mechanical Systems	3E1X1
Rapid Runway Repair Operations	32E3X, 3E2X1, 3E1X1, 3E3X1, 3E5X1, 3E6X1, 3E000
Contingency Facilities	32EX, 3E1X1, 3E3X1, 3E5X1, 3E6X1, 3E000
Contingency Water Systems	3E4X1, 3E4X2
Contingency Fire Protection Operations	3E7X1
Force Protection	32E3X, 3E5X1, 3E6X1, 3E7X1, 3E8X1, 3E9X1, 3E000, 3E1X1, 3E2X1, 3E3X1
Contingency Explosive Ordnance Disposal Operations	3E8X1

3.5.5.1. Silver Flag Exercise Site training requirements for SORTS reporting may be temporarily waived by a unit's MAJCOM for the people deploying as a team in support of MOOTW beddown operations. This waiver can begin at the start of the deployment but ends no later than 12 months after the UTC personnel return.

3.5.5.2. Prior to a MOOTW deployment, non-UTC personnel should receive "just-in-time" training at a Special Training Site or a Silver Flag Exercise Site. The requesting command must identify the "just-in-time" requirements. The tasking MAJCOM should secure quotas for the needed training with the training site schedulers and then inform the tasked units of the schedules in the tasking message/instruction.

3.6. Home Station Training—Tier 1. The readiness flight ensures training is provided and documented and arranges for subject matter experts outside the flight to conduct training as required. (Refer to the

Civil Engineer Readiness Flight Concept of Operations for specific details.) Home station training requirements fall into two categories:

3.6. (AFRC) The CE Readiness Flight CONOPS applies upon mobilization or deployment.

3.6.1. Category I. A detailed listing of category I training topics, the Air Force specialty to be trained in each topic, and the recommended training source are found in [Attachment 2](#). A synopsis of the category I training program is as follows:

3.6.1.1. Prime BEEF Orientation / General Contingency. Train all new military and civilian employees on the unit's Prime BEEF and Disaster Preparedness programs upon assignment to the unit. The training will emphasize the individual's role and how he or she fits into the program. It will also include an overview of civil engineer doctrine and explain the organization, training, equipment, operating concepts, and contingency missions pertaining to the unit. The readiness flight will update unit personnel on significant changes to the programs as they occur. This sub-category training also includes general contingency skills such as NBC defense, explosive ordnance reconnaissance, law of armed conflict, etc.

3.6.1.2. Field Sanitation and Health Training. Train military Prime BEEF personnel in field sanitation, buddy care procedures, and self-aid according to AFI 36-2238, *Self-Aid and Buddy Care Training* and AFJI 48-107, *Field Hygiene and Sanitation*. The training includes personal hygiene, control of communicable diseases, kitchen and mess sanitation, problems of extreme climate, field hygiene, water purification and related topics. Personnel who are certified and current in First Aid First Responder Level or higher training in accordance with AFI 32-2001 meet the self-aid and buddy care training.

3.6.1.3. Expedient Methods. Provide training for military Prime BEEF personnel in expedient methods. Expedient methods training will address four areas: force beddown, field construction, repair, and destruction methods.

3.6.1.3.1. Force beddown subjects will include information on Harvest Eagle and Harvest Falcon assets and base development. Lessons should cover items such as base layout, theater utility systems, facility hardening, and environmental protection.

3.6.1.3.2. Field construction will include information on construction of tent hardbacks, field latrines, berms and dikes, field utility systems, wood frame buildings, and expedient bridges and culverts.

3.6.1.3.3. Repair methods will include information on techniques for minimum essential restoration of a damaged facility or utility system to useful operation and consists of electrical, plumbing, road, and building repairs; shoring and scabbing; and war damage repair (for example, rapid runway, facility, and utility repairs).

3.6.1.3.4. Destruction methods will include nonexplosive base denial techniques, with emphasis on denying base utilities, facilities, and equipment to the enemy.

3.6.1.4. Force Protection. Introduce military Prime BEEF members to the concepts of personal, work party, and convoy security, air base defense operations, defensive fighting positions, and revetments.

3.6.1.5. Deployment Support. Train selected members in each unit on tasks which are required to deploy the unit's Prime BEEF UTCs. Such tasks include deployment management, computer

products maintenance and preparation, hazardous cargo certification, equipment custody, and courier duties.

3.6.2. Category II. Category II is primarily hands-on training as outlined in [Attachment 3](#). Category II training consists of the following:

3.6.2.1. Government Vehicle and Equipment Operations Training. All military Prime BEEF personnel will have a valid driver's license and be qualified to operate the vehicles and equipment identified in [Table 3.4](#), which are available at their installation.

3.6.2.1.1. For vehicles that an individual does not normally operate in a peacetime environment, a contingency vehicle qualification license may be used. Requirements for UTCs 4F9A* are determined separately by HQ AFCEA. The unit's designated vehicle training monitors will document contingency vehicle qualifications using AF Form 171, **Request for Driver's Training and Additions to US Government Motor Vehicle Operator's Permit**, and clearly annotate the form with the statement "FOR CONTINGENCY USE ONLY." A separate AF Form 2293, **U.S. Air Force Motor Vehicle Operator Identification Card** (computer generated), or OF 346, **US Government Motor Vehicle Operator's Identification Card**, marked "FOR CONTINGENCY USE ONLY" or "CONTINGENCY ONLY" may also be used to document this training.

3.6.2.1.2. Individuals must receive refresher training every three years on vehicles they do not normally operate during peacetime. Re-accomplish AF Form 171 at that time. Upon notification of a contingency or wartime deployment, conduct additional training if time permits.

Table 3.4. Government Vehicle and Equipment Operations Training Requirements.

Vehicle	32 E X	3E 0 1	3E 0 2	3E 1 1	3E 2 1	3E 3 1	3E 4 1	3E 4 2	3E 4 3	3E 5 1	3E 6 1	3E 7 1	3E 8 X	3E 9 X	2S 0 1	3 A 0 X 1
General Purpose Vehicles (up to 14,000 lbs)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Dump Truck			X	X	X	X			X					X		
Water Distributor Truck					X	X	X									
Elect Line Truck		X	X													
M-113, Armored Personnel Carrier										X			X			
HMMWV	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Truck, Tractor & Trailer					X	X									X	
Grader					X											
Dozer					X											
Excavator					X											
Frontend Loader (w/forklift attachment)		X	X	X	X								X		X	
Vibratory Roller					X						X					

Vehicle	32 E X	3E 0 X	3E 0 X	3E 1 X	3E 2 X	3E 3 X	3E 4 X	3E 4 X	3E 4 X	3E 5 X	3E 6 X	3E 7 X	3E 8 X	3E 9 X	2S 0 X	3 A 0 X
Vacuum Sweeper					X				X		X					
Industrial Tractor (w/sweeper attachment)					X		X		X							
Tractor Mounted Backhoe		X			X		X	X								
Trencher		X			X											
Fire Vehicles												X				
Concrete Cutting Saw					X	X										
Decon Apparatus										X	X			X		
Crane, 15-ton or larger*					X											
* A minimum of two people on a 4F9E5/6 UTC and 1 person on a 4F9E7/8 UTC will be certified on crane operations.																

Table 3.5. (Added-AFRC) 4F9S6 Training Requirements.

SUBJECT	CAT 1	CAT 2
Airfield Suitability	X	
OPlans/TPFDDs	X	
Bare Base Assets	X	
Programming	X	
AOR Construction Criteria	X	
Command/Control & Reporting	X	
Joint/Component Engineering Capabilities	X	
Pavement Evaluations	X	
AOR Culture/Customs	X	
Exercises		X
Prime Beef Orientation (Initial)	X	
Explosive Ordnance Reconnaissance	X	
Chemical Warfare		X
Gov. Vehicle Operators Permit		X
Weapons Qualification (.38/9mm mandatory/M-16 optional)		X

Table 3.6. (Added-AFRC) 4F9S4 Training Requirements.

SUBJECT	CAT 1	CAT 2
OPlans/TPFDDs	X	
AOR Regulations/Instructions	X	

SUBJECT	CAT 1	CAT 2
Command/Control & Reporting	X	
AOR Culture/Customs	X	
Host Nation/Component Fire Fighting Capability	X	
Fire Protection Concept of Operations	X	
Tables of Allowance (vehicles & equipment)	X	
Exercises		X
Logistics coordination		X
Prime Beef Orientation (Initial)	X	
Explosive Ordnance Reconnaissance	X	
Chemical Warfare		X
Gov. Vehicle Operators Permit		X
Weapons Qualification (.38/9mm mandatory/M-16 optional)		X

3.6.2.1.3. For units which do not have all of the type vehicles that are required for contingency and wartime use, make every attempt to train on vehicles not assigned to the civil engineer unit. Contact a nearby base or an AFRC or ANG unit to borrow or use the equipment. Additionally, attempt to qualify and familiarize personnel on M-series vehicles when available.

3.6.2.1.4. AFSC 3E7X1 will participate in a continuous drivers training program until qualified on all aircraft rescue and fire fighting vehicles assigned to the installation except the P-15 and P-21 vehicles.

3.6.2.2. Nuclear, Biological, and Chemical (NBC) Defense and Explosive Ordnance Reconnaissance (EOR) Training. Provide NBC and EOR training to Prime BEEF military and emergency essential civilians who are either in or deployable to chemical-biological threat areas in accordance with AFI 32-4001, chapter 6. This training also includes individual NBC qualification training on AFS-related tasks as identified in AFPAM 10-219, volume 10.

3.6.2.3. Field Sanitation/Health. All Prime BEEF personnel will complete hands-on training in field sanitation as listed in [Attachment 3](#). This sub-category also includes hands-on self aid and buddy care and cardiopulmonary resuscitation (CPR). CPR training should be presented by an American Red Cross or American Heart Association certified trainer. Personnel who are certified and current in First Aid First Responder Level or higher training can be given credit for the self aid/buddy care and CPR training requirements.

3.6.2.4. Expedient Methods. Military Prime BEEF personnel will complete hands-on training in expedient methods on beddown, field construction, repair, and destruction methods in accordance with [Attachment 3](#).

3.6.2.5. Force Protection. Prime BEEF teams/UTCs will train in force protection tasks as listed in [Attachment 3](#).

3.6.2.5.1. Train military Prime BEEF members on personal, work party, and convoy security, and air base defense operations. Include defensive combat skills that could be required while performing contingency tasks. The training emphasizes selection and construction of defen-

sive positions, movement to defensive positions, fire and maneuver, and reacting to attacks. Ask the security forces flight or squadron to assist in this training.

3.6.2.5.2. All military Prime BEEF enlisted and officer personnel will qualify with the M-16 rifle. The frequency will be according to AFI 36-2226, *Combat Arms Training and Maintenance Program (CATM)*, for arming Group B and Group C personnel. (Group B are those people assigned to a UTC; Group C personnel are those not assigned to a UTC.) Additionally, individuals expected to perform courier, guard, in-flight security, fire chief duties, or similar duties that potentially require using a pistol will train and qualify with the .38-cal or 9mm handgun. Headquarters staff augmentation, CEMIRT, and pavements evaluation UTCs may optionally equip using handguns only.

3.6.2.6. Deployment Support. Each unit must ensure selected personnel are trained and proficient on cargo preparation and pallet buildup tasks to support the deployment of the unit's Prime BEEF UTCs.

3.6.2.7. Field Training. Field training reinforces the skills learned in category I and category II training. Its objective is to apply both individual and team contingency skills in a deployed scenario. With good planning and scheduling, the unit can use the field training time to complete all category II and some category I training requirements at one time.

3.6.2.7.1. Military Prime BEEF personnel assigned to most civil engineer UTCs require an annual overnight field training bivouac (see [Attachment 3](#)). A bivouac of 3 to 5 days is preferable.

3.6.2.7.2. Field training will include force protection (stress work party security and airbase defense techniques to support security police); beddown; chemical-biological warfare defense; explosive ordnance reconnaissance; expedient methods; self aid/buddy care; field sanitation; and command, control, and communications.

3.6.2.7.3. Additional training may include vehicle operations, personnel alert and recall procedures, deployment processing, equipment marshaling, pallet build-up procedures, camp layout, vehicle and convoy operations, erection of available bare base assets, appropriate multiskill training, plus any topic a unit wants to inject to make the training more interesting or useful.

3.6.2.7.4. When possible, conduct joint field training with other units, such as security police, services, and medical group, to enhance the field training activity.

3.7. Special Training Sites--Tier 2. There are a number of locations where individuals can receive more in-depth training on some of the specialized contingency equipment, such as the 49th Materiel Maintenance Group at Holloman AFB, NM who offer periodic training on various pieces of bare base equipment; the Air Mobility Warfare Center at Fort Dix, NJ; the Air Education and Training Command (AETC) formal in-residence and mobile travel team courses; the AFRC's Special Training Site co-located with the Silver Flag Exercise Site at Tyndall AFB; and the ANG's Regional Home Station Training Sites and Regional Equipment Operator Training Site.

3.7.1. Regional Home Station Training Sites. Regional home station training sites provide upgrade level training for wartime taskings that have a direct impact on mission accomplishment. Equipment available at these sites include the POL RURK, EALS, MAAS, ROWPU, and rapid runway repair

heavy equipment. These sites are managed and operated by ANG/CEX in partnership with their local civil engineer units.

3.7.2. Regional Equipment Operator Training Site (REOTS) Courses. The REOTS is located at Fort Indiantown Gap, Pennsylvania. Its purpose is to elevate equipment operator proficiency to wartime standards. Active force 3E2X1 personnel should attend the course shortly after attainment of the 5-skill level. Reserve component personnel must attend the REOTS course every 3 years. This location also makes the POL RURK, POL RURK pump cart, EALS, and the MAAS available for unit training. Contact the REOTS Commandant for availability of this equipment.

3.7.3. AETC Courses. Formal contingency training courses on subjects such as bare base equipment, air base combat engineering, and readiness management are taught within the AETC system. Refer to AFCAT 36-2223, *USAF Formal Schools* for course descriptions.

3.7.4. Major Command (MAJCOM) Courses. Some MAJCOMs offer a variety of courses tailored to meet supplemental or special requirements.

3.7.4. (AFRC) The AFRC Specialty Training Location (STL) conducts one-week courses to meet mandatory upgrade (specialty training standard core task items), proficiency and Just-in-Time (JIT) training requirements.

3.7.4.1. (Added-AFRC) The course curriculum is designed to provide upgrade, proficiency, and JIT hands-on training on contingency items not available at unit level. The target audience for each course is personnel in upgrade training to the 5- and 7-skill levels. Attendance is mandatory for AFRC CE personnel to receive certification on curriculum Career Field Education and Training Plan (CFETP) core task items.

3.7.4.2. (Added-AFRC) The target audience for proficiency and JIT training is personnel needing a refresher course in their area of expertise. The proficiency training is required every 3 years. JIT is presented as required to support deployments.

3.7.4.3. (Added-AFRC) Requests to attend courses are submitted to the STL chief of operations. Information required on a locally developed request is rank, name, social security number, skill level, and desired course and class date. Requests can be either phoned to the STL chief of operations, DSN 523-3840 or e-mailed.

3.7.4.4. (Added-AFRC) Course class dates are released in July of each year for the next fiscal year.

3.8. Silver Flag Exercise Sites--Tier 3. Silver Flag Exercise Sites at Tyndall, Ramstein, and Kadena ABs conduct category III training with their major focus on students being able to perform critical contingency tasks.

3.9. (Added-AFRC) Annual Tour. Annual tour locations and taskings are released to the units each September. The CES/CC is responsible to review the tasking to ensure all AFSCs receive beneficial training during the annual tour by contacting the host POC to verify scope of work and AFSs required. Should training not be available for a specific AFS, the unit should then contact HQ AFRC/CEXX for further guidance.

3.9.1. (Added-AFRC) HQ AFRC/CEXX contacts the MAJCOMs to utilize these specific AFSs. Team integrity should be one of the primary considerations for a unit commander and be one of the determining factors when deciding to redirect a portion of their unit to an alternate location. At no time will a unit seek training opportunities without first identifying the situation to HQ AFRC/CEXX.

3.9.2. (Added-AFRC) Due to the lead time involved in the annual training process, out-of-cycle requests for annual tour deployments will not be accepted. As a rule, units are notified of their deployment locations in September prior to the new fiscal year. This is ample opportunity for units to determine AFS requirements. Once it has been determined a particular AFS must deploy to an alternate location, sufficient lead time must be given. For example: First Quarter deployments are reviewed and approved/disapproved by the Deployment Review Board (DRB) in July, while Second Quarter deployments are reviewed in October, etc. Once an annual tour has been approved by the DRB, it is then submitted for organic airlift support at the Airlift Allocations Conference, which convenes approximately two weeks after the DRB meets.

3.10. (Added-AFRC) Alternate Training For Annual Tour. Units are identified for specific projects at least 6 months prior to their scheduled deployment dates.

3.10.1. (Added-AFRC) Identification of AFSs required for the project is identified during initial contact with the host facility. On occasion, projects are identified not requiring all assigned AFSs. The squadron commander must request in writing to HQ AFRC/CEXX alternate training opportunities for those AFSs not utilized. Submit the request as soon as the requirement is identified. Once verified, HQ AFRC/CEXX will provide an alternate location and resubmit this deployment through the Deployment Review Board (DRB) process.

3.10.2. (Added-AFRC) To preclude out-of-cycle requests, it may be necessary to adjust annual tour deployment dates to a following quarter. The DRB meets during the first month of each quarter.

Chapter 4

EQUIPMENT

4.1. Mobility Equipment Requirements. Base civil engineers will equip their Prime BEEF UTCs (designated by the MAJCOM-issued DOC statement) with the required individual and team resources as contained in the appropriate Equipment and Supplies Listing (ESL). HQ AFCESA/CEX maintains the ESL in two parts, one for EOD UTCs and a second for the remaining Prime BEEF UTCs. They are available from MAJCOM civil engineer readiness staffs and from HQ AFCESA's Homepage at www.afcesa.af.mil. ESLs are dated for identification. ESLs for MAJCOM-unique Prime BEEF UTCs will be developed by the parent MAJCOM. The logistics detail (LOGDET) associated with each UTC contains pallet load and packing lists.

4.1. (AFRC) The 916 CES is the pilot unit for the 4F9E6, 4F9E8, 4F9E9, 4F9F3, and 4F9F4 UTCs. The 904 civil engineer flight (CEF) is the pilot unit for the 4F9S4 and 4F9S6 UTCs. Pilot unit and non-pilot unit responsibilities are covered in [Attachment 10 \(Added\)](#).

4.1.1. Personal Clothing. Each military member assigned to a Prime BEEF UTC will, as a minimum, maintain the standard clothing and accessories listed in the ESL. Each civilian member should be encouraged to maintain an equivalent personal bag. Until activation, ANG and AFRC personnel only require those uniform items prescribed in AFI 36-3014.

4.1.2. Mobility Bags. Each position on a non-EOD Prime BEEF UTC requires one general purpose bag (A-Bag), one extreme cold weather bag (B-Bag), and one chemical warfare bag (C-1 Bag). The ESL lists mobility bag requirements. Prime BEEF mobility bags contain more items than the standard A- and B-Bags listed in AFMAN 23-110, volume 2, part 2 and the C-1 bag listed in AFI 32-4001. Civil engineer units must pay for and store the additional items. Base civil engineer or unit commander may store and maintain mobility bags or coordinate with the Chief of Supply for courtesy storage of the bags. Otherwise, base supply will maintain the standard bags. Each person assigned to an EOD UTC will be issued and maintain the mobility bags (individual retention items) listed in the ESL.

4.1.3. Special Protective Clothing. Each Environmental specialist (AFSC 3E4X3), Fire Protection specialist (except staff teams) (AFSC 3E7X1), and Explosive Ordnance Disposal specialist (AFSC 3E8X1) assigned to a Prime BEEF UTC will maintain protective clothing as listed in their ESLs.

4.1.4. Team and Tool Kits. Prime BEEF UTCs will possess the full complement of team and consolidated tool kits (CTKs) per the ESL. Allowance Source (AS) 429 contains equipment authorizations for Prime BEEF UTCs, while AS 456 covers Prime BEEF EOD UTCs. These assets may also be used to satisfy training requirements.

4.1.5. Weapons and Ammunition. Each Prime BEEF UTC position requires one M-16 rifle (AS 538) and 200 rounds (AFI 21-209, *Ground Munitions*) of ammunition. Each rifle requires at least three 30-round or four 20-round magazines. Additionally, Prime BEEF UTCs require and are authorized pistols and accompanying ammunition for courier, guard, in-flight security duties, or other such duties where the M-16 would hinder operations. Refer to the ESL for authorized quantities of weapons and munitions and for optional weapons and ammunition configurations permitted for headquarters staff augmentation UTCs, pavements evaluation, and EOD UTCs.

4.1.6. Tactical Communications Systems. Prime BEEF UTCs are authorized tactical communications systems in accordance with AS 660.

4.2. Prime BEEF Home Station Field Training Sets. AS 429 authorizes these sets for base civil engineer organizations. The training sets allow Prime BEEF teams to participate infield training bivouacs and local base exercises. They may also be used to meet operational mission requirements.

4.3. CONUS-Sustaining and Theater In-Place Equipment Requirements. CONUS-sustaining and theater in-place Prime BEEF forces will meet equipment requirements as determined by their parent MAJCOM. NBC defense equipment is contained in AS 459.

4.4. Equipment Status. Units will report equipment status according to AFI 10-201.

Chapter 5

AIR NATIONAL GUARD AND AIR FORCE RESERVE

5.1. Applicability. ANG and AFRC civil engineer units and their Prime BEEF teams will operate according to [Chapter 1](#) through [Chapter 4](#), with the exception that all references to the base civil engineer will be interpreted as ANG or AFRC civil engineer unit commander.

5.2. Training Deployments. HQ AFCESA/CEX will be the functional manager for HQ USAF/ILEO for scheduling and coordinating ANG and AFRC training deployments in support of active MAJCOM requirements and Joint Chiefs of Staff exercises.

5.2.1. HQ AFCESA/CEX will issue a call letter to MAJCOMs in January of each year. The letter will include requirements, procedures, and any other instructions for requesting ANG and AFRC Prime BEEF support.

5.2.2. MAJCOMs will validate and consolidate their requirements into a prioritized list and submit the list to HQ AFCESA/CEX by 1 April of each year. This list will include requirements for a two year period. MAJCOMs will list project requirements at the two year point and finalized requirements at the one year point.

5.2.3. HQ AFCESA/CEX will conduct a deployment workshop in April or May of each year to coordinate requirements with ANG/CEX and AFRC/CEX. MAJCOMs requesting support are encouraged to attend this workshop. During the workshop, HQ AFCESA/CEX will work with ANG/CEX and AFRC/CEX to allocate requirements according to a proportional fair share or current mission requirements. Special consideration will be given to mission essential projects and work that provides unique contingency skill training. HQ AFCESA/CEX will publish a deployment schedule by 1 July.

CHAPTER 6 (ADDED-AFRC)

REQUIREMENTS FOR RESERVE FIRE PROTECTION PERSONNEL

6.1. Reserve Fire Chief. The reserve fire chief (RFC) is the senior 3E7XX and reports directly to the unit commander. The duties and responsibilities of the RFC are at [Attachment 4 \(Added\)](#).

6.2. Proficiency Training. Proficiency training for reserve 3E7XX personnel is at [Attachment 5 \(Added\)](#).

6.3. Training Mode During Unit Training Assemblies (UTA). Reserve Prime Base Engineer Emergency Force (BEEF) fire fighters are in a training mode and do not normally provide peacetime fire protection services. Reserve fire fighters must meet specific training and their equipment meet specific requirements before they should be allowed to provide peacetime fire protection services. See [Attachment 6 \(Added\)](#) for specific requirements.

6.4. Fire Fighters Participation in Annual Field Training (Bivouac). Commanders include Air Force Reserve Prime BEEF fire fighters in annual field training and should include the RFC in the advance planning to identify training site fire protection and fire fighter training needs. Fire fighters establish a simulated bare base fire department. They should perform only a fair share of duties outside the fire protection functional areas. For training purposes, they should treat the training site as a tent city and establish fire safety procedures accordingly. They provide fire protection for the bivouac site within the limits of available equipment. Request fire vehicle support from the host base fire chief. Use the checklist at [Attachment 7 \(Added\)](#) to establish a fire department. The "Fire Protection Concepts of Operations" provided separately contains other additional information.

6.5. Eligibility for Secret Security Clearance: All 3E7XX personnel, regardless of skill level, require eligibility for a Secret security clearance. Do not upgrade personnel before receipt of this eligibility. Personnel should be removed from the career field if eligibility is not received within 1 year of assignment to the unit.

6.6. Fire Fighter Safety: Each unit maintains the NFPA, *1500 Implementation Guidebook*, provided by HQ AFRC/CEXF. Follow instructions provided in the guidebook exactly.

6.7. Uninterrupted Training Periods for Fire Fighters. Fire fighters require extensive training, qualification, and certification, in addition to the requirements established for other CE personnel. To be successful, fire fighters must manage available time efficiently and have uninterrupted periods to develop essential teamwork skills. See [Attachment 8 \(Added\)](#) for specific guidance.

6.8. Managing Untrained Personnel. Do not assign fire protection duties to personnel with AFSC 3E711 while awaiting technical training. They will not receive driver training or ride on any Fire Department vehicles during fire fighting operations or emergency responses. Personnel with AFSC 3E731 require direct supervision by fully qualified fire protection personnel when performing fire protection duties or operating fire protection vehicles and equipment.

6.9. Additional Publications. RFCs maintain the following working publications, not included in the publications and forms kit:

6.9.1. AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, with current Air Force Reserve and gaining MAJCOM supplements.

6.9.2. AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, and this guidance.

6.10. Protective Clothing and Equipment. All 3E7XX personnel (except those assigned to an S-4 team) maintain a complete set of fire protective clothing as specified below. Items conform to the requirements of the applicable NFPA standard with label attached:

6.10.1. Proximity Protective Trousers and Liner, NFPA 1976.

6.10.2. Proximity Protective Coat and Liner, NFPA 1976.

6.10.3. Structural Fire Fighting Gloves, NFPA 1973.

6.10.4. Structural Boots, NFPA 1974.

6.10.5. Proximity Head Protection, NFPA 1976.

6.10.6. Fire Fighters Helmet, Structural, NFPA 1972.

6.10.7. Nomex Gloves - flyers (Air Force provided).

6.10.8. Personal Alert System Systems (PASS) device, NFPA 1982.

6.10.9. Nomex Hood, Heat Protective, NFPA 1971.

6.10.10. Alumized Fire Fighting Gloves.

NOTE:

All items except paragraph **6.10.7.** are local purchase.

6.11. Staff Augmentation Teams 4F9S4 (S-4). Three S-4 Teams are assigned to the Air Force Reserves and are aligned with a Civil Engineer Flight. These three-person teams have wartime taskings to support a Command Staff during general warfare, contingencies and Military Operations other than War (MOOTW). S-4 Teams are responsible for the management of fire protection resources and operations in their AOR. These teams have no fire suppression duties in war or peacetime. In peacetime, their mission is to train for their wartime taskings; therefore, staff augmentation teams should have no required inspection duties (**Chapter 7 (Added)**). Specific requirements are found in **Attachment 9 (Added)**.

6.11.1. Staff Augmentation Team 4F9S4 (S-4) Experience. Any member selected for an S-4 (fire protection) team must have at least 1-year experience in a unit level 3E771 position. Choose personnel with full-time vocations closely related to their wartime tasking for these positions.

6.12. Staff Positions. Reserve fire fighters are assigned to staff positions at HQ AFRC and the regional support groups (RSG). These individuals do not have a wartime tasking and serve only to support fire fighters with a wartime tasking. Their mission is to facilitate training, equip reserve fire fighters, and assist unit commanders and managers to maintain mission capability.

6.13. Fire Protection Badge/Patch. See AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, for wear instructions. The level of badge authorized for wear is as follows:

6.13.1. Five Bugles, fire chief and fire marshall badge: CMSgt and SMSgts assigned to fire protection duty positions at HQ AFRC/CEXF or RSG/CE Staffs; Individuals assigned as reserve fire chiefs in reserve civil engineer squadrons; S-4 team chiefs; CE squadron commanders and other commanders in the direct chain of command above fire chief and fire staff positions, who have completed the Air Force Fire Marshall course.

6.13.2. Four Bugles, deputy fire chief badge: Members of the S-4 team (other than the team chief) and individuals filling SMSgt 3E7XX positions in reserve civil engineer squadrons; MSgts assigned to fire protection duty positions at HQ AFRC/CEXF or RSG/CE staffs.

6.13.3. Three Bugles, assistant fire chief badge: Members assigned as assistant fire chiefs (MSgt positions) in reserve civil engineer squadrons; TSgts assigned to fire protection duty positions at HQ AFRC/CEXF or RSG/CE staffs.

6.13.4. One Bugle (fire department scramble), fire fighter badge: All personnel holding a 3E7XX primary AFSC wears this duty badge. SSgts and below assigned to fire protection duty positions at HQ AFRC/CEXF or RSG/CE staffs.

CHAPTER 7 (ADDED-AFRC)**PRIME BEEF READINESS ASSISTANCE VISIT, STAFF ASSISTANCE VISIT, STAFF FIELD VISIT, AND SELF INSPECTION PROGRAMS*****Section 7A--Prime BEEF Readiness Assistance Visit (RAV) and Staff Assistance Visit (SAV)***

7.1. Prime BEEF RAV/SAV. The numbered air force (NAF)/CC is responsible for the visit program and develops implementing instructions. The AFRC/CEX staff supports requirements identified by NAFs. Assistance team members are not to be used as inspectors to the same unit. Team composition is a NAF responsibility.

7.1.1. Readiness Assistance Visit (RAV). A scheduled visit to a unit to improve wartime readiness training and prepare for a MAJCOM operational readiness inspection (ORI). It is not an inspection, and is conducted in a manner to eliminate any perceptions of an inspection. It is sometimes conducted in phases, such as deployment and employment, and may involve more than one organization. In addition to identifying problems, assistance includes recommending and implementing corrective and preventative actions.

7.1.2. Staff Assistance Visit (SAV). A coordinated, scheduled visit to a unit to render support or provide the unit commander an in-depth perspective and report on the health of his or her organization. The SAV is directed toward compliance with established program management requirements. The SAV report provides a tool for the commander in preparing for the UCI. Also, use SAVs to benchmark noteworthy processes, practices, and procedures. To the extent possible, SAVs are not conducted within 180 days of the unit's scheduled IG visit.

7.1.3. Visit Requests. CES commanders may request a visit. Process the visit request through the chain of command. Specifically identify requirements and prioritize the areas of concern. Considerations for the visit include: Specific functional areas requiring assistance; timing; and areas of special interest. The visit report is intended for use by the unit visited.

Section 7B--Civil Engineer Squadron Staff Field Visit (SFV)

7.2. Purpose. The HQ AFRC/CE staff conducts periodic SFVs to CES. These visits serve to keep the staff abreast of problem areas, enable cross-feed, serve as a reality check for staff members, and provide a means to investigate and explore solutions to difficult issues where on-site, face-to-face, contact is required.

7.2.1. Notification. Notification of a pending SFV is normally coordinated with the organization to be visited. In turn, they are responsible to notify local commanders of the visit. Because of the investigative nature of SFVs, advance notification is not always provided. When this is the case, the visitor will seek an immediate audience with the CES, SPTG, and wing commanders upon arrival at the unit and explain the purpose of the visit.

7.2.2. Documentation. Documentation of an SFV is always accomplished. However, distribution of the documentation is limited to individuals who have a clear need to know. Normally, the commanders in the chain of command are provided a report. The visitor determines the format of the report.

Section 7C--Prime BEEF Self-Inspection Program

7.3. Purpose. CES commanders must implement a comprehensive Prime BEEF self-inspection program. Conduct self-inspections at least annually to detect Prime BEEF program problems.

7.3.1. Use the *Civil Engineer Self-Inspection and Assistance Guide*, published by HQ AFRC/CEX, to conduct self-inspections. The guide contains all the checklists and other guidance necessary to review the CE program at unit level. While no set of checklists can assure effective management of all the important functions in a unit, the self-inspection guide combines direction from many sources into a more manageable form. The guide can serve as an excellent primer, especially in regards to compliance areas. It can be reviewed for areas where directives require specific compliance. This review can be especially helpful in technical areas where shortfalls may not be readily apparent.

7.3.2. RSGs and CES commanders may supplement the guide to add checklist items and other instructions as necessary.

7.3.3. Document self-inspection completion using a locally developed procedure.

CHAPTER 8 (ADDED-AFRC)

AFRC PRIME BEEF TRAINING PROJECT MANAGEMENT

8.1. Purpose. This instruction prescribes procedures for managing civil engineer training projects performed by AFRC Prime Base Engineer Emergency Forces (BEEF). It applies to any project where Reserve personnel perform management. It also provides guidance for accomplishment of community service training projects (CSP).

8.2. Introduction. Performing maintenance, repair, and minor construction projects using Prime BEEF labor is a method of providing war skill training while at the same time providing an expedient method of building or upgrading essential mission support facilities. Because such projects are for training and are frequently accomplished with limited labor, completion of the work becomes a focal point. Supply discipline, accountability, resource documentation, and prudence in ordering materials tend to be lost in the dust of construction. If this occurs, it is difficult, often impossible, to reconstruct the “paper work” of the project. This leaves even the best construction project tainted with the possibility of fraud, waste, and abuse. To prevent such occurrences, procedures outlined herein will be followed. Where the term “project manager” is used in this document, it shall be assumed to mean the HQ AFRC/CEX assigned project manager.

8.3. Project Approval:

8.3.1. Rules governing project approvals are based on public law and are strictly enforced. All projects must have base civil engineer (BCE) approval, and those projects funded or managed by HQ AFRC/CE must have HQ AFRC/CE approval. Approvals are normally based on submission of a completed, signed DD Form 1391, FY 19__ **Military Construction Project Data.**

8.3.2. For community service projects (CSP), the unit CE commander is the authority who determines if the CSP is in the best interest of the Air Force. The primary purpose for participation by AFRC personnel is to obtain the benefits of training on equipment and in trades that will actually be used in the theater of operations.

8.3.2.1. The requesting organization must provide the unit with a written request outlining the work requirements. They must also state in writing that AFRC civil engineering involvement in work for the community does not compete with local contractors. The community has either had non-responsive bidders (the organization cannot afford the amount that competitive bidding has presented), or requires a short time frame for accomplishment that contracting-out cannot meet. The bottom line is our units will not be used as a work force in lieu of competitive contracting. It is against Department of the Air Force policy to compete directly or indirectly with local contractors for projects supporting the public sector.

8.3.2.2. Coordination must be obtained from the local judge advocate (JA) to ensure the precepts of DoD Directive 5500.7, Joint Ethics Regulation, are followed, and public affairs (PA) to ensure validity of the project and that it is in the best interest of the Air Force to accomplish. If the JA or PA need assistance, they should contact their HQ AFRC functional manager for guidance.

8.3.2.3. Formal approval for the CSP project must be obtained from the AFRC group or wing commander. For the RED HORSE, geographically separated units (GSU), and CE flights, the regional support group commander is the approval authority.

8.4. Project Design. No project may be started without an approved design. This includes the concurrence of environmental, safety, base fire department, security police, bio-environmental engineer, and others as directed by the host BCE.

8.5. Project Manager. Prime BEEF projects will have a responsible project manager assigned. On large training projects involving major amounts of labor and materials, HQ AFRC/CEX assigns a manager to the project. The project manager works directly for HQ AFRC/CEX and has overall management authority. The project manager:

8.5.1. Upon notification of assignment from the HQ AFRC/CEXX to a deployed location the Command Deployments Manager or Command Special Projects Manager provides the squadron with a generic deployment plan (DPlan).

8.5.2. Develops a project schedule (recommend using computer software that can be exchanged between units and HQ AFRC such as MS Project) to be used in scheduling the construction effort and monitoring project progress.

8.5.3. Coordinates allocation of Prime BEEF equipment and manpower with the Prime BEEF officer in charge (OIC)/ noncommissioned officer in charge (NCOIC).

8.5.4. Arranges host base support including equipment usage, work/storage spaces, quality control and work authorization document (AF Form 103, **Base Civil Engineering Work Clearance Request**) through the BCE.

8.5.5. Acts as liaison between the Prime BEEF team and other base agencies and offices.

8.5.6. Convenes a pre-construction conference with the using agency, Prime BEEF project personnel, and any other involved offices to coordinate the construction effort.

8.5.7. Checks the quality of construction. Maintains a daily inspection diary (AF Form 1477, **Construction Inspection Record**) and project folder which includes:

8.5.7.1. AF Form 1477:

8.5.7.1.1. Weather and working conditions.

8.5.7.1.2. Problems or delays encountered and actions taken to correct them.

8.5.7.1.3. A computer generated document may be used provided all information contained in the AF Form 1477 is used.

8.5.7.2. Project Folder:

8.5.7.2.1. Approved work authorization document (AF Form 332, **Base Civil Engineer Work Request**, or DD Form 1391).

8.5.7.2.2. Correspondence pertaining to the project

8.5.7.2.3. Supply requisitions and receipt paperwork.

8.5.7.2.4. Supply receipts and turn-in logs.

8.5.7.2.5. Warranty certificates for installed items, especially extended warranties such as 5 years for water heaters, etc.

8.5.8. Determines design and construction deficiencies that could impair the intended functional utility of the facility and initiates action to resolve them.

8.5.9. Conducts a pre-final and final acceptance inspection with the Prime BEEF OIC/NCOIC and using agency representative to identify outstanding deficiencies and annotates actions programmed to correct them.

8.5.10. Follows up to ensure all deficiencies are corrected.

8.5.11. If appropriate, recommends letter of appreciation from HQ AFRC/CEX to unit.

8.6. Material Acquisition. Documentation to obtain materials is usually accomplished by the project manager using guidance provided by the base civil engineer. Whenever possible, materials on the material requirements list (MRL) are used to minimize cost and speed delivery. Quantities should allow for reasonable waste. Quality will meet design or will be equal to the base standard. Do not over construct (that is, if 1/2-inch plywood is satisfactory, do not order 3/4 inch). All purchases are made through the BCE and require clear, concise specifications. Help from experts in the host civil engineer unit is essential to ensure you get what you want. Do not make deals with contractors or vendors--you may have to pay for them. Work through the BCE when purchasing or complaining. Remember, contracting does not make the rules, in most cases, Congress does.

8.7. Material Accountability:

8.7.1. Receiving Materials. All materials for AFRC Prime BEEF projects are obtained through the local BCE material supply system and stored by the BCE until ready for use on the project. All AFRC funds used for the purchase of materials are transferred to the base budget office and designated for use by the BCE against the appropriate specific work order or project. Deployed personnel draw materials from the BCE with written authorization from the project manager. The project manager maintains a chronological log of all material issue documents. This log includes the project number, material description, quantity, cost, signature of the person withdrawing the material from the BCE, and date of withdrawal. In addition to this summary log, copies of the actual issue documents are maintained in chronological order for each project in separate file folders. Every effort will be made to draw only that material which can be incorporated into the project within 3 days of the date of withdrawal from the BCE.

8.7.2. Storing Materials. Tools and materials that are not incorporated into the project are stored in a secure area under the control of the project manager.

8.7.3. Issuing Materials. The project manager or a representative as authorized in writing issues all materials stored by the project manager. Maintains a chronological log of issues. It includes project number, material description, quantity, costs, and signature of the person withdrawing the material. The inventory on hand at any one time should be held to a minimum and equal the difference between receipts and issues.

8.7.4. Project Cost Accountability. Track total material costs along with projected future costs continuously to ensure project approvals are not exceeded. Materials that are obtained at no cost, such as salvaged plywood, must be charged to the project at its estimated current value. Any item sent to salvage or transferred to another work order must be accounted for by a signed transfer document specifically defining the size, type, quantity, and value of the item. Damaged materials that are not salvageable must also be identified by size, type, quantity, and cost on a log maintained by the project

manager or his or her representative. Records are to be maintained so the manager can account for all items purchased for the project. These expenses are part of the overall project cost. The project manager is also required to maintain a record of all travel and per diem costs charged to the project.

8.7.5. Project Completion. Upon completion of the project, any excess material is promptly turned in using appropriate supply discipline. Get a receipt for all returned items.

8.7.6. Caution-Theft of Property. It is common practice to allow employees to remove excess or damaged materials from job sites for their own use. The US Government DOES NOT allow this practice. Property removed for personal use is THEFT.

8.8. Man-Hour Accountability. Although manpower is not charged against a project for approval/funding purposes, it is charged for establishing the value of the completed project. Maintain a daily log indicating the worker's name, rank, shop designation, hours worked, and labor source (UTA, reserve personnel appropriation (RPA), military personnel appropriation (MPA), or annual tour).

8.9. Project Turnover. Construction projects such as buildings become the property of the host base regardless of the fund source. The project manager is responsible for completing the DD Form 1354 Transfer and Acceptance of Military Real Property, and effecting transfer to the host BCE records. This document covers the total labor, per diem, travel, and material costs along with identifying certain subsystems such as heating, air conditioning, sewer, secondary electrical distribution, and so forth. To simplify preparation, obtain guidance from the BCE real property section before construction. It is advisable to keep records as work progresses to ensure accurate record keeping.

8.10. Team Chief. The Prime BEEF commander or authorized representative maintains operational control (OPCON) of the team but receives project tasking from the HQ AFRC/CEX project manager. The team chief is responsible for scheduling and controlling the team to meet the collective goals set by the project manager and team chief. If the project manager and team chief cannot agree on mutually acceptable goals, advise HQ AFRC/CEX of the impasse and set a new assessment of goals with AFRC/CEX input. The commander or authorized representative is responsible for final development of the Deployment Plan (DPlan). After receiving the generic DPlan from the HQ AFRC/CEXX project manager, the DPlan is developed to reflect the proposed projects assigned to the team. All annexes and appendixes reflect current information obtained during the site visit. Send the finalized DPlan to HQ AFRC/CEXX for review within 30 days after return from the site visit. Send copies to the host BCE POC and the gaining-MAJCOM. Send Annex "W", Predeployment Checklist, to the host POC before the site visit. This enables the host to gather as much information as possible before site team arrival and make the site visit more effective and efficient.

8.11. Team Responsibilities:

8.11.1. The OIC or NCOIC of each team coordinates any host base issues through the AFRC assigned project manager.

8.11.2. The OIC/NCOIC is responsible for ensuring all equipment, vehicles, and tools are turned in on time and in a clean and serviceable condition. Repair or replace broken or damaged equipment, vehicles, or tools at the expense of the deployed AFRC civil engineer unit.

8.11.3. The OIC/NCOIC ensures all team members conduct themselves in a professional military manner, both on and off duty. The deployed uniform is battle dress uniform (BDU) unless instructed

otherwise by the project manager. This includes wearing either the issued BDU cap or the BDU baseball cap. Squadron designed baseball caps are not authorized. Civilian attire is not permitted unless units are specifically authorized.

8.11.4. Units will not tear-out and reconstruct portions of the project because they do not like the way it is installed. AFRC civil engineers construct to Air Force standards. Before any rework is accomplished, the project manager must approve the rework.

8.11.5. Maintain a daily inspection diary (AF Form 1477, Construction Inspection Record).

8.11.5.1. Weather and working conditions.

8.11.5.2. Personnel at work, by trade, hours worked.

8.11.5.3. Work accomplished (by project personnel and/or trade listing quantity and quality).

8.11.5.4. Problems or delays encountered and actions taken to correct them.

8.11.5.5. Safety briefings, unsafe conditions and corrective actions taken.

8.11.5.6. Use AF Form 1477. Turn the original over to the project manager before redeployment. Unit may take copies of AF Form 1477 to assist in preparing the end-of-tour report.

8.11.5.7. A computer generated AF Form 1477 may be used provided all information contained in the AF Form 1477 is used.

8.11.5.8. An end-of-tour report must be submitted to HQ AFRC/CEX per requirements set forth by AFRCI 10-201, *Air Force Reserve Exercise and Deployment Program*.

8.12. Tools and Equipment. Use tools provided in issued tool kits where possible. If personally owned tools are used, HQ AFRC or the unit of assignment will not be responsible for lost or damaged items. The project manager provides a secure storage area for tool kits. The project manager, through appropriate supply channels and using existing guidance, obtains tools or equipment required over and above individual tools. These “over and above” tools and equipment are maintained and accounted for by the project manager. An accurate inventory of “over and above” tools and equipment is maintained at all times. Upon completion of the project, all tools and equipment are promptly turned in through appropriate supply channels, unless otherwise directed by HQ AFRC/CEX.

8.13. Community Service Projects (CSP). Training is the keystone of our existence. We train to be able to respond to contingencies in either wartime or peacetime. In order to get this training, we have been provided with some of the tools and opportunities to get the job done. In the past, we have been very creative when it comes to training when we did not have those tools or opportunities. This guidance enforces the need to continue to be creative when the needed training opportunities are not available to our units while on annual tour or during UTAs. Chief among the creative methods we endorse is service to the community. CSPs provide our units readiness skills training as the primary goal. It gives assistance to the local community and enhances the positive public image of the Air force Reserve as a collateral benefit. Refer to paragraph [3.2](#) for information pertaining to the approval process.

8.13.1. The CSP must be for a generally accepted, not for profit organization whose programs are of community-wide interest or benefit a local, regional, or national community which is open to the general public; a civic, service, youth, professional, educational, trade, or labor organization interested in supporting the Air Force. Other federal agencies such as the National Park Service may also benefit

from our support. The entities mentioned above must provide all support including fuel, oil, and lubricants. On the matter of support, all attempts must be made to use donated resources. If donated resources are not available, the unit may elect to use government resources in the performance of the project. They are limited to fuel, oil, and lubricants for construction equipment, tools, and other unit owned equipment. A statement must be made in writing, signed by the supported activity sponsor, and kept with all other project records if the squadron chooses to use the resources in the performance of training.

8.13.2. Reservists must participate in CSP only while in a duty status. This is necessary to uphold the training purpose of AFRC involvement and to ensure the individuals involved will be “in the line of duty” in the event of injury (see AFI 36-2910, *Line of Duty (Misconduct) Determination*). All training must be done during authorized UTA or annual tour. Man-days are prohibited to support CSP. See AFI 35-201, *Community Relations* “In mutual interest events sponsored by civilian organizations, the sponsor assumes any expenses beyond the unit commander's share of costs. Unit costs are continuing costs that would exist even if the Air Force didn't participate in the event, including pay and allowances, and incidental expenses such as local transportation and telephone calls. Civilian sponsors must reimburse the Air Force for all additional costs, including: travel equipment and personnel, per diem, cost of shipping materials when shipped, commercial rental space, utilities, and custodial services (this includes disposal of waste debris generated from the CSP.)”

8.13.3. The bottom line is to make sure the local JA and PA are involved in the decision making process. They in turn, should contact their host base counterparts as a professional courtesy. The host BCE, group and wing commanders should be kept informed as well.

8.13.4. The CE squadron project manager must accomplish the following:

8.13.4.1. Ascertain that the organization requesting the work actually owns the property you will be training on--this includes donated resources such as construction materials and equipment. Check with your JA when in doubt.

8.13.4.2. Ascertain that the supported organization has liability insurance that covers both people and property or have them sign a release of liability prepared by your local JA.

8.13.4.3. If construction equipment is provided from a rental agency, ascertain that the rental agreement is legal and assigns your personnel as operators. Fuel, oil, lubricants, and user type maintenance may be performed by the operators using donated government resources.

8.13.4.4. If the construction equipment is loaned from another service, draft a memorandum of agreement with the help of your JA that identifies the loaner's commitment of equipment and approval for the use of the equipment by squadron personnel. It should:

8.13.4.4.1. Spell out the intent to accomplish training goals.

8.13.4.4.2. Establish at least a tentative training schedule.

8.13.4.4.3. Give the points of contact to resolve conflicts in scheduling and to add or change dates of training.

8.13.4.4.4. Specify who will be responsible for transporting the equipment to/from the operation site and who will maintain the equipment in the field.

8.13.5. If there is any doubt about the validity of a CSP project, contact your local JA.

CHAPTER 9 (ADDED-AFRC)

CIVIL ENGINEER SQUADRON TRAINING MANAGER GUIDANCE

Section 9A---Career Field Education and Training Plan (CFETP)

9.1. Working Training Solutions. As a part of the total force CE community, every effort must be made to provide mission capable and trained people that satisfy gaining MAJCOM requirements. If any CFETP core task certification cannot be obtained at home station, the range of possible solutions include: obtaining the core task training off station during annual tour; attendance at a formal school; or utilization of other service and community training avenues. The most important factors to consider in developing a training avenue is: Can the trainee make reasonable progress and stay motivated to acquire new skills within the 39 days reservists are allowed for UTAs and annual training? The HQ AFRC CE functional managers (FM) listed below can partner solutions with unit training managers and provide training avenues to the unit training manager. The HQ AFRC offices with functional management responsibility are:

9.1.1. HQ AFRC/CEXF: 3E7X1 (Fire Protection).

9.1.2. HQ AFRC/CEXR: All other 3EXXX

9.1.3. Qualification Training Package (QTP) is an instructional package that may include step by step procedures to perform a given task. The package can be in paper, video, or computer base formatting. When a core task cannot be performed on equipment that is not available through hands on at home station, then a unit can create a QTP. A QTP can be used for minimal qualification upgrade. A QTP does not replace certification for a core task. The wing training office can approve QTPs. If the CE unit training manager chooses to generate a QTP for upgrade then he or she must maintain the QTP on file in the unit and document its use in the AF Form 623, **On-The-Job Training Record**, on a AF Form 623a, **On-The-Job Training Record Continuation Sheet**. Hands on training is always the preferred method to a QTP process.

Section 9B---Explosive Ordnance Disposal (EOD) On The Job/Air Force Specialty Code (OJT/AFSC) Training Program

9.2. Applicability. This section applies to EOD personnel (3E8X0) who have recently completed the Joint Service EOD School or who have entered five level upgrade training.

9.3. Overview. The EOD OJT/AFSC Training Program provides for special tours of active duty for training (ADT) to increase the EOD member's mobilization readiness. The program supplements UTA/AT because EOD personnel need additional training to achieve required skill levels. Tours are usually planned to coincide with the availability of training supervisors and equipment. Special tour ADT days do not count against the statutory fiscal year limit on RPA days.

9.4. Implementation. The procedures listed below are explained in greater detail in chapter 6, AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. The immediate supervisor of the individual requiring the training initiates a written request to the unit commander for subject training using the following guidelines:

9.4.1. A supervisor or trainer must be available to conduct training.

9.4.2. The immediate supervisor identifies requirements for the trainee and coordinates with the individual who will provide the training.

9.4.3. The immediate supervisor ensures funds are available to support the tour and training accomplishments are recorded.

9.5. Duration of Training. The OJT tour is limited to 45 cumulative days *per upgrade event* without a waiver (waiver authority is at wing level).

9.6. Funding. Reserve units submit their special ADT tour requirements to their budget office for funding.

Section 9C---Formal School Requirements

9.7. Training Requirements . Section supervisors provide training requirements for the next fiscal year and forecast for two future years to unit training manager. The unit training manager collects formal school training requirements, consolidates the requirements, and provides the requirements to the CES/CC.

9.7.1. The CES/CC forwards the consolidated requirements to HQ AFRC/CEXR. Requirements are due by 31 July each year.

9.7.1.1. Budgets for unfunded schools during the annual budget submission cycle. Submit requirement identified outside of the annual budget cycle as an unfunded requirement.

9.7.2. Section supervisors identify all training requirements for their personnel. Training requirements include mandatory and supplemental courses. Base future training requirements (forecasts) on training personnel will require at that point in time.

9.7.2.1. Use the CFETP and AF Catalog (AFCAT) 36-2223, *USAF Formal Schools*, to identify courses and ensure member meets the prerequisites of the course.

9.7.2.2. Complete an AF Form 101, **Reserve Requirements for School Tours of Active Duty for Training**, for each requirement. Have commander sign request and submit to training manager. ARTs submit DD Form 1556, **Request for Authorization, Agreement, and Certification of Training and Reimbursement**.

9.7.3. Training manager also uses the CFETP and AFCAT 36-2223 to ensure member meets the prerequisites of the course. Submits approved requests to HQ AFRC/DPTF through local channels.

Section 9D--- Specialty Training Location

9.8. Requests and Course Information. See paragraph [3.7.4](#).

Section 9E--- Computers for Training

9.9. Computers and Software. Computers for training must meet or exceed the current AFRC desktop system.

9.9.1. Computers assigned for training are managed by the unit training manager.

9.9.2. Computers assigned to fire protection teams, including those assigned specifically for training, are managed by the fire training facilitator.

WILLIAM P. HALLIN, Lt General, USAF
DCS/Installations & Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

(Added-AFRC) AFRCI 10-201, *AFRC Exercise and Deployment Program*

(Added-AFRC) AFMAN 10-401, Volume 1 *Operation Plan and Concept Plan Development and Implementation Planning Formats and Guidance*

(Added-AFRC) AFI 32-1021, *Planning and Programming of Facility Construction Projects*

(Added-AFRC) AFMAN 23-110V2, *Introduction to the Standard Base Supply System*

(Added-AFRC) AFI 32-1031, *Operations Management*

(Added-AFRC) AFI 35-201, *Community Relations*

(Added-AFRC) AFI 36-2910/AFRC Supplement, *Line of Duty (Misconduct) Determination*

(Added-AFRC) DOD Directive 5500.7, *Joint Ethics Regulation*

Abbreviations and Acronyms

(Added-AFRC) **ADT**—Active Duty Tour

(Added-AFRC) **ART**—Air Reserve Technician

(Added-AFRC) **CEF**—Civil Engineer Flight

(Added-AFRC) **CSP**—Community Service Project

(Added-AFRC) **FTF**—Fire Training Facilitator

(Added-AFRC) **GSU**—Geographically Separated Unit

(Added-AFRC) **MPA**—Military Personnel Appropriation

(Added-AFRC) **CEC**—Civil Engineer Council

(Added-AFRC) **QTP**—Qualification Training Plan

(Added-AFRC) **RFC**—Reserve Fire Chief

(Added-AFRC) **RPA**—Reserve Personnel Appropriation

(Added-AFRC) **RSG**—Regional Support Group

(Added-AFRC) **SAV**—Staff Assistance Visit

(Added-AFRC) **S-TEAM**—Staff Augmentation Team

(Added-AFRC) **STL**—Specialty Training Location

(Added-AFRC) **SFV**—Staff Field Visit

(Added-AFRC) **UTA**—Unit Training Assembly

Terms

Contingency—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and the readiness of personnel, installations, and equipment. (Joint Pub 1-02)

Individual Mobilization Augmentee (IMA)—An individual reservist attending drills who trains with and is pre-assigned to an active component organization, a Selective Service System or a Federal Emergency Management Agency billet that must be filled on or shortly after mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees varies according to component policy from 0 to 48 drills a year. (Joint Pub 1-02)

Logistics Force Packaging System (LOGFOR)—A subsystem of MEFPK and provides equipment and materiel requirements and summarized transportation characteristics.

Manpower Force Packaging System (MANFOR)—A subsystem of MEFPK. For each unit type code it provides:

The title of the unit or force element, and its unique Joint Chiefs of Staff unit type code.

The mission capability statement that contains the definition of unit capability.

The manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

Manpower and Equipment Force Packaging System (MEFPK)—A data system designed to support contingency and general war planning with pre-defined and standardized manpower and equipment force packages. MEFPK operates in the command and control environment and is composed of two subsystems: the MANFOR and the LOGFOR. (AFM 11-1)

Military Operations Other Than War (MOOTW)—Operations that encompass the use of military capabilities across the range of military operations short of war. These military actions can be applied to complement any combination of the other instruments of national power and occur before, during, and after war. Also called MOOTW. (Joint Pub 1-02)

Parent MAJCOM or FOA—A major command or field operating agency to which a particular unit is assigned in peacetime (same as owning MAJCOM or FOA).

Unit Type Code (UTC)—A five-character, alphanumeric code that uniquely identifies each type unit of the Armed Forces. (Joint Pub 1-02)

USAF War and Mobilization Plan (WMP)—The Air Force supporting plan to the Joint Strategic Capabilities Plan. The five volumes of the WMP extend through the Future Years' Defense Program to provide continuity in short- and mid-range war and mobilization planning. It provides current planning cycle policies and planning factors for the conduct and support of wartime operations. The WMP encompasses all functions necessary to match facilities, manpower, and materiel with planned wartime activity.

Attachment 2
CATEGORY I HOME STATION TRAINING REQUIREMENTS

Table A2.1. Category I Home Station Training Requirements

Sub-Category/Topic	AFS Affected	Frequency	Optional Source for Training Material	SORTS Reportable
Prime BEEF Orientation / General Contingency				
Prime BEEF Program- Prime BEEF Mission- sTeam Organization Team/ Personal Equipment Training Requirements Code of Conduct	All	PCS	Video #611928 (Note 1)RTP A6	Yes
Protection from Terrorism [AT]	All	PCS	[Note 2]	
C4 Security Awareness [AT]	All	PCS	[Note 2]	
Base Emergency Prepared- ness Orientation [AT] / Unit Disaster Prepared- ness Program	All	PCS	RTP A1 and A3	
Base Plans Familiarization	32EX and all senior NCOs	PCS	Locally developed	
Engineer Doctrine	32EX and all senior NCOs	One Time	Video #612665	
Auxiliary Firefighting	All except 3E7X1	PCS	Video #609565	
Law of Armed Conflict [AT] [D]	All	Annual	Video #38645 [Note 3]	
NBC Defense [AT] [D]	All	Annual	Videos #606038, 606041, 606042, 606047, 606053	
Explosive Ordnance Reconnaissance [AT] [D]	All	Annual	Videos #608408, 608409, 608660	
Field Sanitation/Health				
Personal HygieneControl of Communicable Diseas- esKitchen and Mess Sani- tationField HygieneWater Purification	All	2 years	Video #604727	Yes

Sub-Category/Topic	AFS Affected	Frequency	Optional Source for Training Material	SORTS Reportable
Problems of Extreme Climates	All	2 years	Videos #51365, 51736, and 613124	
Self Aid/Buddy Care [AT] [D]	All	2 years	Videos #612735	
Expedient Methods (Beddown)				
Harvest Eagle (HE) Overview	All	2 years	Video #612404	
Harvest Falcon (HF) Overview	All	2 years	Video #612362	Yes
Temper Tent	All	2 years	Video #612617	
Environmental Protection	All	2 years	AFH 10-222, Vol 4	
Resource Dispersal	All	2 years	Video #609978	
HE Electrical System	3E0X1, 3E0X2	2 years	Video #612076	
HF Electrical System, RALS, Floodlight Set	3E0X1, 3E0X2	Annual	Video #613011	Yes
Emergency Airfield Lighting Sys	3E0X1, 3E0X2	Annual	Video #612838	Yes
Mobile Aircraft Arresting Sys	3E0X1, 3E0X2	Annual	Video #608185	Yes
750 kW Generator	3E0X1, 3E0X2	Annual	Videos #613190, 613196, 613208	Yes
Immersion Heater	3E1X1	2 years	TM 5-4540-202-12&P	
Preway Heater	3E1X1	2 years	Video #613247	
M-80 Boiler	3E1X1	2 years	Video #613246	
Mobile Water Chiller	3E1X1	2 years	Video #613244	
Refrigeration Units	3E1X1	2 years	Video #613245	
Bare Base Air Conditioner	3E1X1	2 years	Video #613243	
HE Water System	3E4X1, 3E4X2	2 years	Video #612060	
HF Water/Waste System	3E4X1, 3E4X2	Annual	Video #611447	Yes
Reverse Osmosis Water Unit	3E4X1	Annual	Video #602228	Yes
Field Deployable Latrine	3E4X1, 3E3X1	2 years	TO 35E35-5-1	
HF Shower/Shave Unit	3E4X1, 3E3X1	2 years	TO 35E35-3-1, TO 35E35-4-1	

Sub-Category/Topic	AFS Affected	Frequency	Optional Source for Training Material	SORTS Reportable
Expandable Shelter Container	3E0X1, 3E3X1, 3E6X1	2 years	Video #612480	
General Purpose Shelter	3E0X1, 3E3X1, 3E6X1	2 years	Video #612481	
Bare Base Layout and Development	32EX, 3E000, 3E090, 3E191, 3E490, 3E5X1, 3E691, 3E991	2 years	Videos #605944, 605946	Yes
Theater Utility Systems	3E0X1, 3E0X2, 3E4X1, 3E4X2, 3E1X1	2 years	Videos #606726, 604100	
Wartime Supply Support	32EX, 2S0X1, 3E6X1	3 years	AFPAM 10-219, Vol 1, Ch 4	
Wartime Construction Management	32EX, 3E5X1	3 years	Prime BEEF Courses of Study	
Expedient Methods (Construction)				
Camouflage, Concealment and Deception	All	3 years	Video #613113 Video #613177	
Facility Hardening	32EX, 3E2X1, 3E3X1, 3E5X1	3 years	Video #611433	
Berms and Dikes	3E2X1	3 years	Video #611433	
Hardbacking	3E3X1	3 years	Videos #52624, 53214	
Expedient Field Latrines	3E3X1, 3E4X1, 3E4X3	3 years	AFPAM 10-219, Vol 5, Ch 8, Prime BEEF Courses of Study	
Expedient Bridges/Culverts	32EX, 3E2X1, 3E3X1	3 years	AFJPAM 32-8013, Vol I	
Expedient Methods (Repair)				
Rapid Runway Repair (RRR) Overview	All	2 years	Video #610384	Yes
AM-2 Matting	3E2X1, 3E3X1	2 years	Video #610735	
Folded Fiberglass Mat	3E2X1, 3E3X1, 3E5X1	2 years	Video #611902	Yes
Crushed Stone Repair	3E2X1, 3E3X1, 3E5X1	2 years	Video #611954	Yes
Spall Repair	3E2X1, 3E1X1	2 years	Video #611348	
MOS Selection	32EX, 3E5X1, 3E6X1	2 years	AFPAM 10-219, Vol 4, Ch 3	
MOS Layout	3E3X1, 3E5X1	2 years	Video #613017	

Sub-Category/Topic	AFS Affected	Frequency	Optional Source for Training Material	SORTS Reportable
Repair Quality Criteria	32EX, 3E5X1, 3E6X1	2 years	TO 35E2-4-1	
Crater Profile Measurement	3E5X1	2 years	Video #611954	
Airfield Damage Assessment	3E5X1, 3E8X1	2 years	AFPAM 10-219, Vol 4, Ch 2	
DART Operations	32EX, 3E0XX, 3E1X1, 3E4X2, 3E4X1	2 years	Video #613065	Yes
Expedient Utility Repair	3E0XX, 3E4X1	3 years	AFPAM 10-219, Vol 3, Ch 7	
POL RURK	3E4X1, 3E4X2	2 years	Video #611404	
Expedient Facility Repair	3E3X1, 3E4X3, 3E6X1	3 years	AFPAM 10-219, Vol 3, Ch 7	
Wrecking and Shoring	3E2X1, 3E3X1, 3E6X1	3 years	AFPAM 10-219 Vol 3, Ch 7	
Road Repair	32EX, 3E2X1	3 years	AFJPAM 32-8013, Vol I	
Command and Control	32EX, 3E6X1, 3E5X1, 3E9X1, all senior NCOs	2 years	Video #609930	Yes
Global Positioning System	3E5X1, 3E6X1, 3E7X1, 3E8X1, 3E9X1	2 years	TO 31R4-2PSN11-1	
Expedient Methods (Destruction)				
Base Denial	All	3 years	Video #604728	
Force Protection				
Personal Security/Work Party Security	All	2 years	Video #613390	
Convoy	All	2 years	Video #612269	
Air Base Defense	All	3 years	AFPAM 10-219, Vol 3, Ch 12	
Defensive Fighting Positions	All	3 years	Videos #602413, 602414	
Revetments	3E2X1, 3E3X1, 3E5X1	2 years	Video #613388	Yes
Obstacles	3E2X1, 3E3X1	2 years	Video #604728, AFP10-219, Vol 2	
Deployment Support				

Sub-Category/Topic	AFS Affected	Frequency	Optional Source for Training Material	SORTS Reportable
Unit Deployment Manager (UDM) [D]	Readiness Officer and alternate [Note 4] plus team chiefs	[Note 5]	Logistics plans flight provides training	
Hazardous Cargo Certification [D]	All unit hazardous cargo certifiers	2 years [Note 6]	Base transportation provides trng [Note 7]	
COMPES [D]	Readiness Officer and alternate (Note 2) plus team chiefs	[Note 5]	Logistics plans flight provides training	
Munitions Custodian/Courier [D]	Designated team couriers	[Note 5]	Munitions flight provides training	
Deployed Equipment Custodian [D]	Designated team custodians	[Note 5]	Supply/equipment mgmt section provides training	

[AT]Denotes an ancillary training (AT) program requirement. Listed in AFCAT 36-2223, chapter 13.[D]Denotes requirement for deployment as specified in AFI 10-403 and AFPAM 10-417.PCS Training given when assigned to a new unit.RTPThis identifies a Readiness Training Package which can be used to present the training.Note 1:Videos can be ordered from USA VIC/JVIA Attn: SAM-OPV-JT-AS Bldg #3, Bay #3, 11 Hap Arnold Blvd, Tobyhanna, PA 18466-5102Note 2: Training normally provided during base in-processing.Note 3:Supplemental training materials may be provided by the base legal office.Note 4:The readiness flight chief is commonly the UDM, but the UDM can be any officer or NCO.Note 5:Trained upon assignment to position.Note 6:Trained upon assignment to position. Re-certification required every 2 years.Note 7:May be provided by an aerial port unit.

Table A2.2. (Added-AFRC) Category I Additional Home Station Training Requirements.

Sub-Category/Topic	AFS Affected	Frequency	Optional Source for Training Material	SORTS Reportable
Prime BEEF Orientation / General Contingency				
NBC Defense [D]	All	Not to exceed 24 months, minimum of 2 hours. Per AFI 32-4001/AFRC Sup 1.	See Table A2.1.	
Explosive Ordnance Reconnaissance	All	Conducted during NBC Defense. Per AFI 32-4001/AFRC Sup 1.	See Table A2.1.	
Field Sanitation/Health				
Self-Aid and Buddy	All	Conducted every 24 months per AFI 36-2238/AFRC Sup 1, paragraph 9.	See Table A2.1.	

Attachment 3
CATEGORY II HOME STATION TRAINING REQUIREMENTS

Table A3.1. Category II Home Station Training Requirements

Sub-Category/ Topic	Applies to These UTCs	AFS Affected	Frequency	SORTS Report- able
Prime BEEF Orientation / General Contingency				
Vehicle / Equipment Operations	4F9D1, 4F9E*, 4F9X*, 4F9F*	See Table 3.6. (Added)	3 years	
NBC Defense [D]	All Prime BEEF UTCs	All	Annual	Yes
Explosive Ord- nance Reconnaissance	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	Annual	
Field Sanitation/Health				
Personal Hygiene	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	2 years	
Kitchen and Mess Sanitation	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	2 years	
Field Hygiene	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	2 years	Yes
Water Purification	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	2 years	
Self Aid/Buddy Care	All Prime BEEF UTCs	All	2 years	Yes
CPR [Note 1]	All Prime BEEF UTCs	All	3 years	
Expedient Methods (Beddown)				
Temper Tent	4F7A*, 4F9E*, 4F9X*, 4F9D1	All	2 years	
Immersion Heater	4F7A*, 4F9E*, 4F9X*, 4F9D1	3E1X1	2 years	
Preway Heater	4F7A*, 4F9E*, 4F9X*, 4F9D1	3E1X1	2 years	
Generator Opera- tions [Note 2]	4F7A*, 4F9E*, 4F9X*, 4F9D1	3E0X1, 3E0X2, 3E2EX, 3E5X1, 3E6X1	2 years	
Water Point Opera- tions	4F7A*, 4F9E*, 4F9X*, 4F9D1	3E4X1, 3E4X2	2 years	

Sub-Category/ Topic	Applies to These UTCs	AFS Affected	Frequency	SORTS Report- able
Expedient Methods (Construction)				
Camouflage Netting	4F7A*, 4F9E*, 4F9D1	All	3 years	
Expedient Field Latrines	4F7A*, 4F9E*	3E3X1, 3E4X1, 3E4X3	3 years	
Expedient Methods (Repair)				
MOS Selection	4F7A*, 4F9E* [Note 3], 4F9X*	32EX, 3E5X1, 3E6X1	2 years	
Repair Quality Cri- teria	4F7A*, 4F9E* [Note 3], 4F9X*	32EX, 3E5X1, 3E6X1	2 years	
Airfield Damage Assessment	4F7A*, 4F9E* [Note 3], 4F9X*	3E5X1, 3E8X1	2 years	
Global Positioning System	4F7A*, 4F9E*, 4F9D1, 4F9X*	3E5X1, 3E6X1, 3E7X1, 3E8X1, 3E9X1	2 years	
Force Protection				
Weapons / Small Arms Qualification [D]	All Prime BEEF UTCs	All	Annual	Yes
Personal Security	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	2 years	
Work Party Security	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	2 years	
Convoy	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	2 years	
Defensive Fighting Positions	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	3 years	
Air Base Defense	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	3 years	
Deployment Support				
Cargo Preparation / Pallet Build-up [D]	4F9A*, 4F9D1 [Note 4], 4F9E*, 4F9X*, 4F9F*	Cargo Prep team members	[Note 5]	
Field Training				
Field Training Biv- ouac	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	Annual	Yes

Sub-Category/ Topic	Applies to These UTCs	AFS Affected	Frequency	SORTS Report- able
<p>* Wildcard designation—fifth digit may be any alpha-numeric character.[D] Denotes requirement for deployment as specified in AFI 10-403 and AFPAM 10-417.Note 1: Should be presented by an American Red Cross or American Heart Association certified trainer.Note 2: Training can be limited to generator startup procedures for 32EX, 3E5X1, and 3E6X1 personnel.Note 3: Not required for AFSC 3E7X1 in the 4F9E5 and 4F9E7 UTCs.Note 4: Only required if the unit ships a 4F9D2 (equipment only) UTC with the 4F9D1 UTC.Note 5: Upon assignment to position.</p>				

Table A3.2. (Added-AFRC) Category II Additional Home Station Training Requirements.

Sub-Category/ Topic	Applies to These UTCs	AFS Affected	Frequency	SORTS Reportable
Prime BEEF Orientation / General Contingency				
NBC Defense [D]	All Prime BEEF UTCs	All	Not to exceed 24 Months per AFI 32-4001/ AFRC Sup 1.	Yes
Explosive Ord- nance Reconnaissance	4F9D1, 4F9E*, 4F9X*, 4F9F*	All	Conducted dur- ing NBC Defense per AFI 32-4001/ AFRC Sup 1.	
Field Sanitation/Health				
Self-Aid and Buddy	All Prime BEEF UTCs	All	Conducted every 24 months per AFI 36-2238/AFRC Sup 1, para- graph 9.	Yes

ATTACHMENT 4 (ADDED-AFRC)**DUTIES AND RESPONSIBILITIES OF THE RESERVE FIRE CHIEF (RFC)**

A4.1. Train and equip Air Force Reserve Prime BEEF fire protection to deploy and function in a fire protection organization.

A4.2. Ensure Prime BEEF fire fighter teams are capable of providing fire fighting and rescue services upon mobilization.

A4.3. Coordinate the use of host facilities, supplies, and equipment needed to accomplish training with host fire protection representatives.

A4.4. Coordinate the work schedule with the unit commander to obtain uninterrupted training periods. Coordinate ancillary and contingency training requirements to make sure 3E7X1 personnel obtain the required training. Prepare an annual training plan that includes ancillary, contingency, and certification training.

A4.5. Provide a schedule of training to the host fire chief that outlines any training assistance required (vehicles, equipment, etc.) at least one UTA before the required training date.

A4.6. Provide the host fire chief the qualifications of reserve fire fighters that will perform duties in an active duty fire department, regardless of status (annual tour, UTA, manday).

A4.7. Ensure reserve fire fighters use reasonable care when operating equipment or using facilities entrusted to them.

A4.8. Prepare an annual budget to obtain funds for needed equipment and supplies.

A4.9. Submit requests for technical training so the number of trained personnel are available as indicated on Table A5.1.

A4.10. Coordinate with recruiters and unit training representatives to evaluate new fire fighters. When previous experience or training warrants consideration for award of skill level 3E731 without technical training, initiate a request to waive technical school requirements. Primary candidates for waiver are personnel who are now employed or were previously employed as full-time, fully qualified fire fighters.

A4.11. Perform duties commensurate with the rank held, including the duties of fire chief, when the unit has responsibility for fire protection during contingency operations.

A4.12. Inform HQ AFRC/CEXF 30 days prior to a deployment when a team is less than 90 percent staffed. Do not use 3E711 personnel to fill staffing requirements.

A4.13. AFSC 3E7XX personnel draw initial issue from the Individual Equipment Unit (IE) of base supply. Replace unserviceable items by normal turn-in and replacement procedures on an individual basis.

A4.14. Appoint:

A4.14.1. SSgt or below to positions of cargo/weapons couriers.

A4.14.2. A training facilitator as the fire department safety officer according to NFPA 1500.

A4.14.3. Trainers and certifiers to satisfy upgrade training requirements.

A4.14.4. Instructors for the Air Force Fire Fighter Certification System (see [Attachment 5 \(Added\)](#)).

A4.14.5. HAZMAT trainers and obtain Train-The-Trainer quotas for them (see [Attachment 5 \(Added\)](#)).

A4.15. Make sure teams maintain the capability to perform fire fighting and rescue from aircraft and structures. Teams must be able to demonstrate this capability at all times by satisfying the objectives of exercises.

A4.16. Manage the scheduling and coordination of contingency, ancillary, and professional training.

A4.17. Make sure all 3E7XX personnel are properly certified in the Air Force Fire Fighter Certification System. See [Attachment 5 \(Added\)](#) for specific requirements.

ATTACHMENT 5 (ADDED-AFRC)**PROFESSIONAL FIRE PROTECTION TRAINING**

A5.1. Professional fire protection training includes all the various types of training related to the fire protection functional area. It includes OJT upgrade training (UGT), training to achieve certification in the Air Force Fire Fighter Certification System (FFCS) proficiency training required to keep fire fighters proficient in critical knowledge and skills, driver training required to obtain vehicle operator qualifications, fire department occupational safety and health (FDOSH) training required to satisfy federal and Air Force regulator requirements, and formal technical training.

A5.2. Air Force Fire Fighter Certification System (FFCS). The Air Force FFCS is integrated with the OJT upgrade training (UGT) system. Fire fighters participate in both systems simultaneously. Each fire fighter enters the Air Force FFCS during attendance at the Air Force Fire Academy where fire fighters receive certification in the Air Force FFCS at the Fire Fighter I level.

A5.2.1. After arrival at the unit, they enter UGT. UGT requires enrollment in career development courses (CDC). Enrollment in CDCs automatically cause enrollment in the required levels of certification under the FFCS.

A5.2.2. The RFC is the key individual responsible for program administration in reserve units.

A5.2.2.1. The RFC appoints instructors to assist trainees and ensure progression. These instructors also serve as "trainers" in the upgrade system. These individuals guide the trainee through the certification system, track progress, facilitate practice in tasks requiring performance, and assist trainees however required for them to progress on schedule.

A5.2.2.2. The RFC also appoints certifiers for the upgrade training system (not the Air Force FFCS). The certifier must hold AFSC 3E771 or one skill level higher than the individual being certified. Certifiers cannot serve as an instructor/trainer and certifier for the same trainee. The certifier in the upgrade system does not serve as evaluator in the Air Force FFCS; evaluators in the host fire protection organization evaluate reserve fire fighters.

A5.2.3. Upgrading requires various levels of certification at each level. For example, for upgrading to the 3E751, individuals must have achieved certification at the Fire Fighter II, Driver Operator - Pumper, Driver Operator - ARFF, Airport Fire Fighter, and HAZMAT Operations levels.

A5.2.3.1. Levels of certification required for award of the 5-skill level is accomplished by completing CDCs. For certification, enrollees must pass the end of course test for the CDC, then pass a performance evaluation administered by the host fire department.

A5.2.4. After passing the written test for a CDC, the Extension Course Institute (CDC administrators) notifies the Administration Center (HQ AFCESA/CEXF) and the trainee's unit. The RFC arranges with the host fire chief to conduct the performance test. The RFC must request the performance test one UTA in advance of the desired test date. Follow this procedure for each required CDC.

A5.2.5. Upon successful completion of the performance test, the host evaluator signs the Performance Test Record (contained in each CDC) and provides it to the RFC. The RFC signs the test record and forwards the document to HQ AFCESA/CEXF, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319 (Administration Center).

A5.2.6. After successfully completing the required CDC (both written and practical tests), and completing other required criteria (such as Professional Military Education, time in training, time in grade, etc.), the trainee is upgraded.

A5.3. Other Training and Qualification Requirements. In addition to the training required for upgrading, other requirements exist to keep fire fighters proficient in critical knowledge and skills needed to perform their duties and survive, comply with federal regulatory requirements, or to satisfy Air Force requirements. Table A5.1 lists the fire protection training requirements.

A5.3.1. Document training on Air Force Form 1085, **Fire Protection Training Record** and tracked on Air Force Form 1320, **Training Chart**, or Fire Department Computer Automated Training System (FDCATS).

Table A5.1. Fire Fighter Training Requirements.

SUBJECT	REQUIRED FOR	TYPE	NOTE	FREQUENCY
1. First Aid (first responder) Certification	3E731/51/71	FDOSH	1,3	Continuous
2. Hazardous Materials – Operations Certification	3E751/71/91/00	FDOSH	1,2,4	Initial
3. CPR Certification	3E751/71	Qualification	5	Continuous
4. Driver Training and Qualification	All 3E7XX	Qualification	4	Continuous
5. Confined Space Rescue (AFOSH Std 127-25)	3E751/71/91/00	FDOSH	1,2	Initial
6. Self Contained Breathing Apparatus (NFPA 1404)	3E751/71/91/00	FDOSH	1,2	Initial
7. Incident Management System (NFPA 1561, AFMAN 32-4004)	3E751/71/91/00	FDOSH	1,2,6	Initial
8. Infectious Disease Control (NFPA 1581)	3E751/71/91/00	FDOSH	1,2	Initial
9. Explosive Safety (AFI 91-201)	3E751/71/91/00	Proficiency	2	Initial
10. Wildland Fire Fighting	3E751/71	Proficiency	2	Initial
11. Communications Center Operator Training	3E751	Qualification	4	Initial
12. Aircraft Fire Fighting (Live Fire Training)	3E751/71	Proficiency	2	Annual
13. Hazardous Materials Refresher	Same as 2 above	Proficiency	2,4	Annual
14. FD Occupational Safety & Health (NFPA 1500)	3E73/5/71	FDOSH	1,2	Annual
15. Structural Fire Fighting Tactics & Evolution	3E751/71	Proficiency	2	Annual
16. Aircraft Fire Fighting and Rescue Exercise	3E751/71	Proficiency	2	Annual
17. Table Top Exercise (Wartime Fire Staff Scenario)	All S-4 Members	Proficiency	2	Annual

NOTES:

1. All FDOSH training must be completed within 1 year after receipt of AFSC 3E751 and prior to performing peacetime fire protection duties.
2. Use training program provided by HQ AFRC/CEXF, when available.
3. Persons with current emergency medical technician (EMT) or higher state certification are exempt.
4. A discussion of this training follows.
5. Maintain American Red Cross or American Heart Association Certification.

6. Training includes the National Fire Academy's Incident Command System, as modified by AFMAN 32-4004, *Emergency Response Operations*.

A5.3.2. Accomplish required training before a fire fighter performs peacetime fire protection services, as required by the Air Force or the Occupational Safety and Health Administration (OSHA). A discussion of peacetime fire protection services is in [Attachment 6 \(Added\)](#).

A5.4. Hazardous Materials (HAZMAT) Response Training Requirements. All 3E7XX at or above AFSC 3E751, and subject to provide emergency response to HAZMAT releases, must be trained to the HAZMAT Operations level. This is not the same training required for personnel who clean-up HAZMAT spills, manage hazardous waste, or work at hazardous waste sites.

A5.4.1. Each RFC appoints HAZMAT trainers. HAZMAT trainers obtain qualification and certification by successfully completing the HAZMAT Train-the-Trainer course at the Air Force Fire School.

A5.4.2. HAZMAT trainers provide HAZMAT operations level training (includes HAZMAT Incident Commander) for all 3E7XX and 3E9XX who provide emergency response to releases of HAZMAT. 3E9XX personnel attend training scheduled for 3E7XX personnel; separate training is unnecessary. This training qualifies personnel to respond in a defensive posture to incidents involving HAZMAT.

A5.4.3. Obtain HAZMAT operations level training prior to performing peacetime fire protection duties.

A5.4.4. Accomplish annual refresher training. See table A5.1.

A5.4.5. HAZMAT trainers/instructors receive their qualification (and certification) to teach HAZMAT by completing the AF HAZMAT Train-the-Trainer (T-t-T) course at the AF Fire Academy. Previously, they received qualification by completing the Air Force Reserve HAZMAT T-t-T course. Effective 1 Jan 96, the AFRC HAZMAT T-t-T course stood down and the AF HAZMAT T-t-T course became the single means of managing HAZMAT training. This was necessary because of the implementation of the FFCS. Persons trained via the AFRC HAZMAT T-t-T program are still qualified to provide emergency response to HAZMAT incidents (comply with 29 CFR 1910.120) but are not provided certification in the FFCS.

A5.4.6. HAZMAT Administrative Requirements. Keep the following records at the duty location:

A5.4.6.1. HAZMAT training records for HAZMAT trainers/instructors. This includes records of initial and annual refresher training. Refresher training for AFRC HAZMAT instructors consists of instructing or assisting to instruct one class annually. A copy of the training report dated within the past year satisfies this requirement.

A5.4.6.2. HAZMAT training records for reserve fire fighters. This includes records of initial and annual refresher training. Keep a copy of the initial training certificate for all 3E7XX personnel who receive HAZMAT training.

A5.4.7. When refresher training is not received at the prescribed annual intervals, the individual loses qualification to perform these duties and cannot perform peacetime fire protection duties. For requalification, the individual must complete refresher training. If refresher training is not completed within three years, the initial training certification must be repeated.

A5.5. Driver's Training and Qualification:

A5.5.1. All 3E7XX personnel must maintain a state driver's license. This is a condition of employment required by AFMAN 36-2108, *Airman Classification*.

A5.5.2. All 3E751 and 3E771 personnel drive and operate assigned fire fighting vehicles. They must participate in a continuous training program that leads to qualification on all assigned vehicles. Each 3E751 and 3E771 obtains at least two vehicles per year until qualified on all assigned vehicles.

A5.5.2.1. S-4 team members require only a state driver's license and a Government Vehicle Operators Permit.

A5.6. General Exercise Procedures:

A5.6.1. Use procedures established for host base fire fighters relating to notification of agencies prior to exercises, coordination of live training fires with environmental agencies, use of contaminated fuels for live fire training, and the quantity of fuel required for the desired size of fire.

A5.6.2. Do not use emergency visual/audio equipment (red lights and sirens) during training responses. Use visual warning equipment in the immediate vicinity of the exercise area.

A5.6.3. During Air Force Reserve training exercises, use Air Force Reserve Prime BEEF fire fighters as fire alarm center operators.

A5.6.4. During exercises:

A5.6.4.1. Staff crash vehicles with three or four fire fighters.

A5.6.4.2. Staff rescue vehicles with three fire fighters.

A5.6.4.3. Staff structural pumpers with four or five fire fighters.

A5.6.4.4. Staff P-13/20 vehicles with one or two fire fighters.

A5.6.5. Training procedures, objectives, and methods must be consistent for all reserve fire fighters regardless of gaining MAJCOM, host base, or wartime mission. This is necessary to provide fire fighters and fire protection teams with universal qualifications in specific areas. Use the following guidance:

A5.6.5.1. Use the guidance in the appropriate CDC for certification and upgrade training.

A5.6.5.2. Use the host training programs for driver training. Coordinate modifications to the programs to accommodate reserve fire fighters. For example, most host programs require extensive driving time (hours) for each vehicle before licensing. Reduce this time to the absolute minimum for reserve fire fighters.

A5.6.5.3. Use the training programs, guidance, and materials provided by HQ AFRC/CEXF to conduct other training.

A5.6.5.4. Use lesson plans provided by HQ AFRC/CEXF for FDOSH training.

A5.6.5.5. Use the host fire alarm center training program to train reserve alarm room operators.

A5.6.6. To avoid environmental damage, Air Force Reserve Prime BEEF fire protection personnel will not discharge halogenated agents (Halon 1211 and 1301) during training. Additionally, they will not use live fire training facilities that are not environmentally safe.

A5.6.7. Training facilities used by Air Force Reserve fire protection personnel must:

A5.6.7.1. Have a plastic or concrete liner to prevent ground contamination. When the integrity of the liner is in question, do not use the facility.

A5.6.7.2. Be approved for use by the local area environmental authorities responsible for such activities.

A5.6.7.3. Facilities that do not satisfy these two requirements are not to be used by Air Force Reserve Prime BEEF personnel even when assigned to fire protection duties in an active duty fire department (prior to mobilization).

A5.7. Training procedures must be consistent with NFPA 1500 requirements.

A5.8. Formal Technical Training. Encourage reserve 3E7X1 personnel to attend formal training schools appropriate for their grade and duty position. The following are the minimum formal training requirements:

Table A5.2. Trained 3E7X1 Personnel Required

COURSE	4E9F3	4E9F4	AFSC
Rescue	4	2	3E751
Rescue	2	1	3E771
HAZMAT T-T-T	2	1	3E771

A5.9. Training Facilitator . Training facilitators fill MSgt positions at each location where reserve fire protection teams are assigned. These individuals assist the reserve fire chief (RFC) to make training happen. They report to the RFC and keep him or her informed concerning training, certification, and safety issues. They are not in the chain of command but serve as a staff member. Their major areas of responsibility include:

A5.9.1. Oversight of the Fire Fighter Safety Program, including implementation of NFPA 1500.

A5.9.2. Manage the fire department training program for the RFC. Serve as the fire department training expert. Coordinate and schedule training, assist in arranging for training to be conducted, and train trainers. Training facilitators do not conduct training for all fire fighters -- training is a supervisory responsibility.

A5.9.3. Manage the AF Fire Fighter Certification System. Serve as the certification expert. Make certification possible. Administer CERTEST.

A5.10. Air Force Fire Fighter Certification System (FFCS):

A5.10.1. Fire protection personnel will not be upgraded or promoted until all certifications required by the CFETP are complete. Receipt of the certification certificate is the only acceptable evidence of certification and must be reviewed before AF Form 2096 is submitted for upgrading or an individual is promoted.

A5.10.2. Career Development Courses (CDC) are the primary means to obtain certification. AFMAN 32-2003, *Air Force Fire Fighter Certification System*, also provides other methods to obtain certification.

A5.10.2.1. The FFCS has reciprocity with an course accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Professional Qualifications Board/System

(NPQB/S). Individuals may attend such courses then seek certification into the FFCS by reciprocity. A CDC waiver will be required for personnel in upgrade training.

A5.10.2.2. Training that is not accredited by the IFSAC or NPQB/S will not be used in lieu of CDC completion as means to obtain certification based on equivalent training (See AFMAN 32-2003) for persons eligible for enrollment in the CDC. However, such training may be used to gain the knowledge necessary to pass the CDC end of course test. Performance testing must be according the CDC, using the worksheets in the CDC.

ATTACHMENT 6 (ADDED-AFRC)**PEACETIME FIRE PROTECTION OPERATING REQUIREMENTS**

A6.1. Peacetime Fire Protection Services. Peacetime fire protection services include all the services normally provided by a fire protection organization without a declaration of war or national emergency. Peacetime services include working for host fire chief in the host fire department, providing fire protection for operational readiness inspections (ORI), operational readiness exercises (ORE) or other exercises and contingencies, providing fire protection at a bivouac site, and other similar operations. The primary peace time mission of Air Force Reserve Prime BEEF fire fighters is training for their wartime tasking. Reserve Prime BEEF fire fighters are not responsible for fire protection on the host installation, including fire protection for Air Force Reserve assets, personnel, and property. The host fire protection organization has the responsibility of providing fire protection for the installation, including tenants. These services include providing fire fighting and rescue, performing standby for hazardous operations, pre-fire planning, fire safety/extinguisher training, fire safety education, and conducting fire inspections.

A6.2. Providing Peacetime Fire Protection Services in UTA Status. Because of the massive training load applicable to Reserve fire fighters at unit level, they must be available for training during UTA.

A6.2.1. Normally, Reserve Prime BEEF fire fighters work four, 4-hour training periods (two 8-hour days) during UTA. By exception, Reserve Prime BEEF fire fighters may provide peacetime fire protection services during ORI/ORE, annual bivouac, or contingencies when they meet specific regulatory requirements specified in paragraph [A5.3.2](#).

A6.2.1.1. During annual bivouac, Air Force Reserve Prime BEEF fire fighters may provide initial fire fighting and rescue services for the camp site within the limits of available equipment; however, the primary purpose for their participation in the bivouac is wartime training. Fire protection for bivouac sites located within the host fire chief's response area is the responsibility of the host fire chief. Coordinate fire protection requirements with the host fire chief during the planning of annual bivouac.

A6.2.1.2. Reserve Prime BEEF fire fighters may provide assistance to the host fire protection organization upon request from the host fire chief. The request must specify the number of fire fighters needed, the date needed, and the qualifications required.

A6.2.1.2.1. Within the limits of personnel assigned, the RFC may attempt to satisfy requests for assistance from the host fire chief. The host fire chief may not levy additional training requirements, including those designed to enable Reserve Prime BEEF fire fighters to support the host fire chief's mission. The host fire chief's options are to accept or reject the people provided by the RFC.

A6.2.1.2.2. Reserve fire fighters provided for this purpose will report for duty with their fire protective clothing. These fire fighters should be in manday status, should not be scheduled for teamwork training, and should not have any trainer responsibilities that they will not be able to perform during the manday period. Task these personnel for normal UTA functions only after coordination with the host fire chief (or representative).

A6.2.1.2.3. Reserve fire fighters in UTA status should not be assigned to support the host during UTA. The Reserve fire chief should budget for mandays to support the host based on historical data.

A6.2.1.3. Reserve fire fighters may provide fire protection services during ORI, ORE, and other contingencies at locations where no fire protection organization is assigned, or may assist host fire protection personnel where a fire department exists. Equipment and vehicles to support such operations should come from the sponsoring agency. Contact HQ AFRC/CEXF for support as soon as the requirement is known for Air Force Reserve sponsored exercises. Refer to AFI 32-2001/AFRC Supplement, **Attachment 7 (Added)**, for specific requirements during AFRC-sponsored contingency operations.

A6.3. All 3E7XX personnel must meet the following requirements before being assigned peacetime fire protection duties:

A6.3.1. Be certified in the Air Force Fire Fighter Certification System in all certifications required for the AFSC held (see the CFETP).

A6.3.2. Have a complete ensemble of protective clothing as listed in paragraph **6.10**.

A6.3.3. Be current in all training requirements specified in table A5.1, Note 1.

A6.4. Application of AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program Management*. AFI 32-2001 applies to Air Force Reserve Prime BEEF- personnel when providing peacetime fire protection services indicated above.

A6.5. Use host training aids, equipment, and facilities, as needed, to achieve training.

A6.6. The requirements and recommendations contained in NFPA 1500 are mandatory for peacetime fire department operations, as modified by the NFPA 1500 Compliance Plan provided by HQ AFRC/CEXF.

ATTACHMENT 7 (ADDED-AFRC)**ESTABLISHING FIRE PROTECTION CAPABILITY**

A7.1. When tasked to provide fire protection at a tent city or contingency operation, the amount of work necessary varies depending upon the size of the operation, available resources, geographic location, hazards, aircraft involved, and activity level. The factors below come from a variety of sources, including ORI scenarios, concepts of operations, and practical experience. The factors form the foundation for developing a fire protection capability.

A7.2. Actions to take immediately upon arrival (you may be arriving in condition YELLOW):

A7.2.1. Develop a fire protection capability in wartime. Disregard items that do not apply. Determine requirements:

A7.2.1.1. Type and number of aircraft.

A7.2.1.2. Mission of the site/base.

A7.2.1.3. Number and location of personnel.

A7.2.1.4. Determine existence of host nation agreements and available local resources.

A7.2.1.5. Determine threat conditions (covert, nuclear, chemical, biological).

A7.2.2. Coordinate with the BCE on the initial layout of the base.

A7.2.2.1. Runway location.

A7.2.2.2. Aircraft parking areas.

A7.2.2.3. Location of fire operations facility (building or tent).

A7.2.2.4. Location and spacing of other tents/structures.

A7.2.2.5. Fuel storage areas.

A7.2.2.6. Munitions storage areas.

A7.2.3. Request support from the main operating base (MOB) as needed:

A7.2.3.1. Fire vehicles and equipment.

A7.2.3.2. Personnel.

A7.2.3.3. Fire extinguishing agents.

A7.2.3.4. Communications equipment.

A7.2.4. Erect a fire department operations tent.

A7.2.4.1. Organize fire alarm communications center (FACC) and alternate.

A7.2.5. Establish:

A7.2.5.1. Communications (preferably direct phone lines):

A7.2.5.1.1. Survival recovery center (SRC).

A7.2.5.1.2. Disaster control center (DCC).

A7.2.5.1.3. Air traffic control center.

A7.2.5.1.4. Aircraft maintenance control center.

A7.2.5.1.5. Munitions control center.

A7.2.5.2. Listing of vehicles by type, call sign, and registration number.

A7.2.5.3. Listing of extinguishing agents (and location).

A7.2.5.4. Recall roster.

A7.2.5.5. Installation map, with blocked roads, unexploded ordnance (UXO), bomblet covered areas, chemical warfare (CW) contaminated areas, and other essential information.

A7.2.5.6. Location of emergency water sources.

A7.2.5.7. A log book.

A7.2.5.8. Priority list of facilities.

A7.2.5.9. Work cycles/hydration standards according to climatic conditions.

A7.2.6. Develop pre-fire plan for tent city and assigned aircraft. Establish area wide fire alarm procedures.

A7.2.7. Spot check fire extinguisher location/serviceability.

A7.2.8. Establish fire prevention inspection schedule.

A7.2.9. Brief camp/base personnel:

A7.2.9.1. Fire reporting procedures.

A7.2.9.2. Use of fire extinguishers.

A7.2.9.3. Safe use of heating and cooking equipment.

A7.2.9.4. Smoking restrictions.

A7.2.10. Make sure fire protection clothing is available for each fire fighter.

A7.2.11. Make sure adequate numbers of self-contained breathing apparatus are available for interior fire attack. Determine re-servicing procedures.

A7.2.12. Make sure chemical warfare protective clothing and individual protective equipment (web gear, helmet, canteen, etc.) is available for each fire fighter.

A7.2.13. Develop fire equipment dispersal plan:

A7.2.13.1. Conceal vehicles using natural cover when possible.

A7.2.13.2. No more than one major vehicle in one location.

A7.2.13.3. One vehicle positioned to observe runways and aircraft parking areas, when possible.

A7.2.13.4. No major vehicle at the fire station during dispersal, when possible.

A7.2.13.5. Keep vehicles at least 300 feet away from priority buildings, when possible.

A7.2.13.6. Make sure dispersed vehicles have first aid kits and fresh water.

A7.2.13.7. Do not locate dispersed vehicles in a straight line where they may all be destroyed with one pass of an enemy aircraft.

A7.2.14. Determine location for alternate FACC.

A7.2.15. Review:

A7.2.15.1. Procedures to don chemical warfare ensemble, mission-oriented protective posture (MOPP), and Theater-specific requirements.

A7.2.15.2. Limitations for fire fighting and rescue operations while wearing chemical protective clothing:

A7.2.15.2.1. Do not make interior fire attack.

A7.2.15.2.2. Do not get the suit wet. Avoid wet fire extinguishing agents. The effectiveness of chemical gear is reduced when wet.

A7.2.15.2.3. Attack the fire from as far away as possible. Do not expose the gear to heat.

A7.2.15.3. Pre-fire plan for assigned aircraft: prepare if necessary.

A7.2.16. Provide training to fire fighters as follows:

A7.2.16.1. Available fire fighting equipment (operating procedures).

A7.2.16.2. Conservation of water/agent resources.

A7.2.16.3. Refresher training in paragraphs [A5.3.](#) through [A5.5.](#)

A7.2.17. Actions to take during condition YELLOW before attack:

A7.2.17.1. Don chemical gear according to MOPP.

A7.2.17.2. Disperse fire fighting equipment.

A7.2.17.3. Provide splinter protection for the vehicles, agents, personnel, and the FACC.

A7.2.17.4. Move to alternate FACC (if necessary).

A7.2.17.5. Secure fire station.

A7.2.17.6. Place M8 or M9 paper horizontally at each corner of the fire station and on each end of each fire fighting vehicle. Mark the date and time posted on the paper.

A7.2.17.7. Update the SRC.

A7.2.18. Establish selective response procedures. This consists of responding to fire fighting /rescue resources selectively based on the amount of resources needed (rather than sending everything on every emergency), and the risk to personnel and equipment.

A7.3. Actions to take during condition RED: TAKE COVER and DON PROTECTIVE EQUIPMENT. Do not take cover in, under, or within 10 feet of fire vehicles, within 100 feet of priority facilities, or within 500 feet of aircraft, when possible.

A7.4. Actions to take during condition BLACK: Continue to use chemical gear (MOPP 4) until otherwise directed. Perform essential fire fighting and rescue operations when directed by SRC, using chemical gear.

A7.5. Actions to take during condition YELLOW after attack:

A7.5.1. Use chemical gear according to MOPP level.

A7.5.2. Check M8/M9 paper for contamination, remark date and time inspected, and take appropriate action to decontaminate as necessary. Report "negative or positive" findings.

A7.5.3. Conduct explosive ordnance reconnaissance (EOR)/damage assessment/self aid - buddy care/casualty reporting.

A7.5.4. Check fire resources (station, vehicles, agents) for damage and update the SRC.

A7.5.5. Fight fire in priority order.

NOTE:

The commander may designate a reduced MOPP level for fire fighters ONLY during condition YELLOW. This is to permit use of fire protective clothing during fire fighting and rescue operations. During conditions RED and BLACK, use of chemical protective clothing is MANDATORY.

ATTACHMENT 8 (ADDED-AFRC)**UNINTERRUPTED FIRE FIGHTER TRAINING PERIODS**

A8.1. Fire fighter training requirements are extensive. They participate in the contingency and ancillary training required for all Prime BEEF personnel. They must also participate in certification/upgrade, proficiency, FDOSH, and driver training. Additionally, fire fighters must continually maintain the capability to perform the critical tasks of fire fighting and rescue from aircraft and structures. To develop and maintain this capability, fire fighting teams must exercise at frequent intervals. Because teams, not individuals accomplish fire fighting and rescue, it is crucial that training be accomplished by teams. Likewise, it is crucial that teams be provided the time to conduct and participate in these exercises without interruption.

A8.2. UTA Types. For purposes of this document, there are two types of UTAs: CE UTA and fire UTA. The CE UTA is the dates the entire squadron is schedule to train. The fire UTA is a date different from the CE UTA.

A8.3. Efficient use of training time is essential for fire fighters to complete required training. To provide maximum efficiency:

A8.3.1. Divide assigned fire fighters into groups of twelve.

A8.3.2. Schedule one group to work on the CE UTA and participate in the activities scheduled for all Prime BEEF personnel, such as ancillary training, contingency training, medical appointments, and other requirements not directly related to the fire fighter functional area. When such training is not scheduled, fire fighters accomplish driver training, certification training (CDC), FDOSH training, and other training where teamwork is not an issue.

A8.3.3. Schedule other groups to work on the fire UTA. Fire fighters accomplish training requiring teams, such as aircraft and structural fire fighting and rescue exercises, extensive team participation. Additionally, they practice for certification performance testing and accomplish FDOSH training.

A8.4. Rotate groups between the fire and CE UTAs each month.

A8.5. Since the RFC is responsible to manage, coordinate, and schedule all activities for fire fighters, he or she should work the CE UTA. This will enable the RFC to interface and coordinate with other personnel in and outside the squadron.

A8.6. The RFC should provide fire fighters in each group a UTA schedule by October of each year. This schedule indicates the UTA training dates for each group. This is important so reservists can coordinate the schedule with their employer.

ATTACHMENT 9 (ADDED-AFRC)**FIRE PROTECTION STAFF AUGMENTATION TEAM (4F9S4)**

A9.1. The mission of numbered air force fire protection Staff Augmentation teams is to provide a command level fire protection staff during contingencies, general warfare, crisis situations, and occasionally during peacetime operations. The team can serve as the primary staff or augment existing command staffs. Fire protection staff teams normally deploy during activation of a forward headquarters location. The tasks that the team may perform include, but are not limited to: coordinating the movement and replacement of personnel, vehicles, equipment, and suppression agent within the theater; monitoring the levels of equipment and agent; and the overall management of the fire protection program in the theater. Team members must ensure all fire fighting assets and capabilities are used in the most efficient and comprehensive manner possible. Team members continuously monitor equipment and personnel movement and levels while recording the status as often as possible. Team members may be required to brief and provide technical expertise to the theater battle staff concerning the status and capability of the fire fighting forces.

A9.2. The S-4 team completes all required category I and II home station training.

A9.3. When possible, each team member participates in a large scale theater exercise at least every 2 years.

A9.4. Each team member will be provided a copy of the "Theater Wide" Command Post Fire Protection Training Guide. This guide is developed through a coordinated effort of all S-4 teams (810 CEF is OPR) and provided by HQ AFRC/CEXF.

A9.4.1. The team chief provides training twice a year from one of the three core areas outlined in the training guide (equipment, manpower, or documentation).

A9.4.2. Personnel in the three flights should update the training guide every 3 years, jointly.

A9.5. Each team member is properly certified or progressing satisfactorily in the Air Force Fire Fighter Certification System.

A9.6. When feasible, each team member visits the theater they are tasked to support in a war plan at least every 4 years. Each team member should perform duties at HQ AFRC/CEXF at least biannually in annual tour status.

A9.7. Team members should participate in a theater-style exercise annually. A tabletop exercise will be acceptable when actual exercises are not available.

A9.8. Team members are equipped with theater specific equipment prior to deployment. (For example, Southwest Asia requires desert BDU, USAFE may require winter wear.)

A9.9. Team members are required to have a valid state driver's license and government vehicle operator's permit.

A9.10. Team members have no fire suppression duties or protective clothing requirements (paragraph **6.10.**).

A9.11. Team members should prepare for their wartime taskings as designated by their gaining Command.

A9.11.1. Additional taskings should not be assigned if these taskings interfere with the training or preparation of the team's wartime tasking.

A9.12. All team members, as designated by each team's wartime tasking, should accomplish an initial orientation and familiarization visit to the pre-deployment headquarters location.

A9.12.1. Semi-annual site visits for the purpose of management support, AOR resource, manpower, equipment update and exercise preparation should be made by at least one member of the team.

ATTACHMENT 10 (ADDED-AFRC)**PILOT UNIT AND NON-PILOT UNIT LOGISTICS DETAIL (LOGDET) RESPONSIBILITIES**

A10.1. Pilot Unit UTC Office of Primary Responsibility (OPR). The pilot unit for CE unit type codes (UTC) OPR is responsible for developing and maintaining the standard LOGDET for each UTC it has been assigned. The goal is a uniform package for all units that use the UTC. The pilot unit UTC OPR:

A10.1.1. Develops the LOGDET using the appropriate Prime BEEF Implementation Guide Equipment and Supplies List (ESL) as the source document. Include the following:

A10.1.1.1. Any non-equipment items necessary to directly support the MISCAP (that is, administrative supplies). However, do not include items in the LOGDET of one UTC that support another UTC.

A10.1.1.2. Packaging material (pallets, nets, cargo bins, etc.) to ensure the most efficient packaging method is recommended to the affected units.

A10.1.2. Coordinates recommended changes to LOGDET with all affected non-pilot units and the HQ AFRC/CEX functional area manager (FAM) affected (CEXF - Fire Protection [4F9F3, 4F9F4]; CEXR - Readiness [4F9E6 Kits A, B, and C and 4F9E9, NBC Defense portion]; CEXX - Contingency Operations [4F9E6, 4F9E8, 4F9E9, 4F9S4, 4F9S6]. Consults with other pilot unit FAMs (operations, readiness, fire, etc.) before making recommendations.

A10.1.3. Coordinates with the unit equipment custodian as required.

A10.1.4. Coordinates LOGDET changes.

A10.1.4.1. Ensures the wing plans office sends required LOGDET messages addressed to all affected non-pilot units with information copies to the MEFFAK MAJCOM UTC FAM and to HQ AFRC/CEX, citing the specific changes required (to include stock numbers and other information that identifies the problem and recommended action).

A10.1.4.2. If the majority of the affected non-pilot units and HQ AFRC/CEX concurs with the recommended change and the action does not involve an allowance standard (AS) change, ensures the wing plans office sends a message to the manpower and equipment force packaging (MEFFAK) MAJCOM UTC FAM requesting approval to change the LOGDET.

A10.1.4.3. If the majority of the affected non-pilot units and HQ AFRC/CEX concurs with the recommended change and an AS change is required, ensures the unit equipment custodian prepares the AF Form 601, *Equipment Action Request*. The equipment management section of the pilot unit supply section approves the AF Form 601 and forwards it through supply channels. Upon MAJCOM approval or disapproval, the unit equipment management section advises the unit mobility officer of the approved changes or disapproval. A request to change the LOGDET can only be made if the equipment is included in the applicable AS.

A10.1.4.4. If the consensus is for disapproval, ensures the plans office sends a message containing a synopsis of the disapproval to all affected agencies stated above.

A10.2. Non-Pilot Unit UTC OPR:

A10.2.1. Advises pilot unit of its correct message address.

A10.2.2. Along with all concerned unit FAMs (operations, readiness, fire, etc.), evaluates pilot unit recommended changes to the ESL and provides comments, concurrence, or non-concurrence directly to the pilot unit, with information copy to HQ AFRC/CEX, within one UTA.

A10.2.3. Provides feedback on the pilot unit's developed LOGDET.

A10.2.4. Maintains the LOGDET.

A10.2.5. Submits AF Form 601 directly to the pilot unit for consideration and coordination with other non-pilot units when originating a request for change in the Prime BEEF ESL.

ATTACHMENT 11 (ADDED-AFRC)**CONDUCTING CIVIL ENGINEER PROGRAM MEETINGS**

A11.1. Meeting Overview. Periodic HQ AFRC-sponsored meetings (workshops, seminars, conferences, councils, etc.) are held covering civil engineer program management requirements for equipment and supplies, people, and training and education. All meetings have a specific structure, along with pre-meeting and follow-up administrative requirements.

A11.1.1. Shrinking budgets mandate drastically reducing TDY travel expenses. Therefore, the first priority is to conduct combined meetings (that is, any combination of HQ AFRC, RSG, and unit participants) via TNET whenever feasible.

A11.1.2. If TNET is not feasible or not available, only the bare minimum participants required to conduct business are directed to attend formal, HQ AFRC-sponsored, large-scale meetings. In some instances, a participant may be required to represent more than one functional area. Also, first priority is given to conducting meetings at Air Force or AFRC installations.

A11.1.3. In no instance are HQ AFRC-sponsored large-scale meetings conducted more often than every two years.

A11.1.4. Regional support groups are encouraged to adopt the procedure above when conducting RSG-sponsored meetings.

A11.2. Meeting Criteria. The meetings covered below can be conducted individually or in any combination to ensure the most economic use of resources (people, facilities, and money).

A11.2.1. Readiness Program Working Group. The readiness working group is directed by AFI 32-4001/AFRC Supplement 1.

A11.2.1.1. Objective or Charter. Develop and update readiness program guidance. Formulate issues or problem statements concerning readiness programs (air base operability, disaster preparedness, NBC defense, and camouflage, concealment, and deception) for presentation at the AF readiness working group.

A11.2.1.2. Scheduling, Setup, and Participants. The readiness working group is formed as required and is primarily driven by changes to program directives. Notification is made via message from CEX to participants. Participants vary, but HQ AFRC/CEXR, AFRC RSG readiness representatives, and specified AFRC unit readiness representatives normally attend.

A11.2.1.3. Administrative Requirements. Draft versions of readiness program guidance are produced. Point papers and other documents are produced for presentation at the AF readiness working group. A trip report is made by CEXR to The Civil Engineer through CEX.

A11.2.2. Base Fire Chiefs Conference

A11.2.2.1. Objective or Charter. Provides a forum to discuss issues of interest to base fire chiefs.

A11.2.2.2. Scheduling, Setup, and Participants. Scheduled by HQ AFRC/CEXF for all Reserve base fire chiefs.

A11.2.2.3. Administrative Requirements. Minutes are published by HQ AFRC/CEXF to include action items. Action items are assigned OPRs and tracked by CEXF until completed.

A11.2.3. Civil Engineer Workshop:

A11.2.3.1. Objective or Charter. Provide a forum to discuss CE program issues of interest to all employees (Air Reserve Technician (ART), Active Guard Reserve (AGR), traditional reservist, and civilian).

A11.2.3.2. Scheduling, Setup, and Participants. Scheduled by HQ AFRC/CEX. (**NOTE:** Separate readiness and operations seminars may be scheduled. Also, a readiness seminar may be hosted by the RSG [HQ AFRC/CEX adds agenda items as required] and is attended by HQ AFRC/CEXR.

A11.2.3.3. Administrative Requirements. Minutes are published by HQ AFRC/CEX (or the RSG readiness office), to include action items, as required. Seminar action items are tracked by the HQ AFRC/CEX until completed.

A11.2.4 ANG/AFRC CE Readiness Training Working Group:

A11.2.4.1 Objective or Charter. The CE Readiness Training Working Group has the objective to develop and promote readiness training/exercise initiatives that contribute to total force CE unit combat readiness and to enhance CE mission capabilities of ANG and AFRC units. The working group has four goals:

A11.2.4.1.1. Provide an initial forum to evaluate the impact of proposed changes to CE total force training/exercise programs.

A11.2.4.1.2. Provide a forum for crossfeed/crosstalk of ANG/AFRC CE training/exercise program improvements and ideas.

A11.2.4.1.3. Develop long range training/exercise initiatives that enhance ANG/AFRC CE readiness.

A11.2.4.1.4. Maximize the utilization of training/exercise sites through joint ANG/AFRC usage and to share resources for training.

A11.2.4.2. Scheduling, Setup, and Participants. The working group meets semi-annually. It is composed of AFCESA, ANG and AFRC readiness training personnel from the following organizations:

A11.2.4.3. Administrative Requirements. The CE Readiness Training Working Group serves as a forum to provide ANG/AFRC written feedback on readiness training issues affecting ANG/AFRC CE units. The working group provides readiness training program input to ANG/AFRC members of the Air Force CE Readiness Board. Any of the chartered members may request a review of the charter for revision action. Minutes are published by HQ AFRC/CEXR. Tasks are assigned to members and tracked by the working group until completed.